



AGENDA ITEM #5.1

REPORT TO CITY COUNCIL

Report Prepared by: Angie Duus

Date: September 1, 2020

Subject: Cooperative Community Enhancement Project

Report: Tad Erickson from the Region Five Development Commission will be presenting the attached request for proposals (RFP) for Project coordination, stakeholder engagement planning and implementation, preliminary highway survey and design, property ownership determination for Buschmann, Akerson, Nelson, and Wild Acres Roads.

Council Action Requested: No Council action required.



REGION FIVE

Development Commission

Bridging Relationships and Resources

Cooperative Road Project

• This network of roads consists of several rural, local roads from multiple jurisdictions located in North-Eastern Crow Wing County, consisting of a combination of:

- Akerson Road
- Nelson Road
- Wild Acres Road
- Bushman Road.



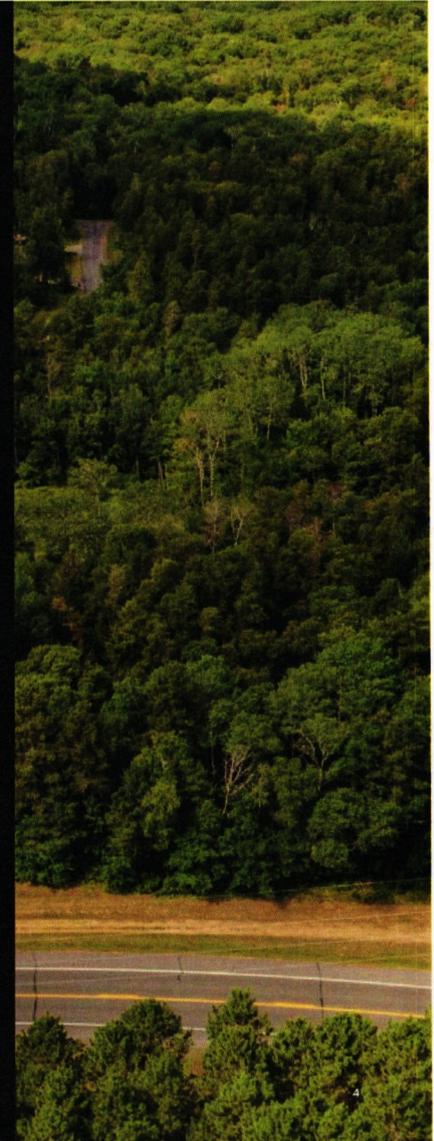
Background on Cooperative Road Project Discussion

- For several years the constituent jurisdictions have discussed various issues associated with this network of roads. Identified issues include:
 - High traffic volumes
 - High traffic speeds
 - Heavy agricultural use
 - Steep grades
 - Blind approaches
 - Deteriorating structural and surface conditions
 - Safety concerns due to:
 - alignment, size and increased usage.



Background on Cooperative Road Project Discussion Cont.

- The issues identified above, coupled with:
- Ongoing maintenance costs
- Increased use of this local road network functioning as a county road (connecting County Road 16 and 112 in the west to County Road 11 in the east)
- . . . have led to the discussion of what it would take to bring this network of roads up to State Aid Standards so that the County could take over jurisdiction of this network of roads.





Background on Cooperative Road Project Discussion

- Therefore, an ad hoc group of representatives from each community consisting of and township staff, as well as township elected leaders have again begun to discuss potential solutions for this network of roads including the development of this request for proposals (RFP) for an engineering firm to conduct a study along the entire road network corridor that would provide estimates of costs and alignment options for each jurisdiction respectively.



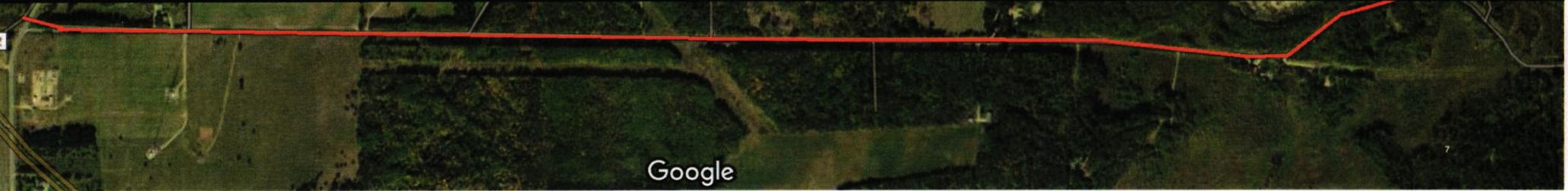
Overall Map





City of Pequot Lakes Segments

Akerson Road, Nelson Road, and Wild Acres

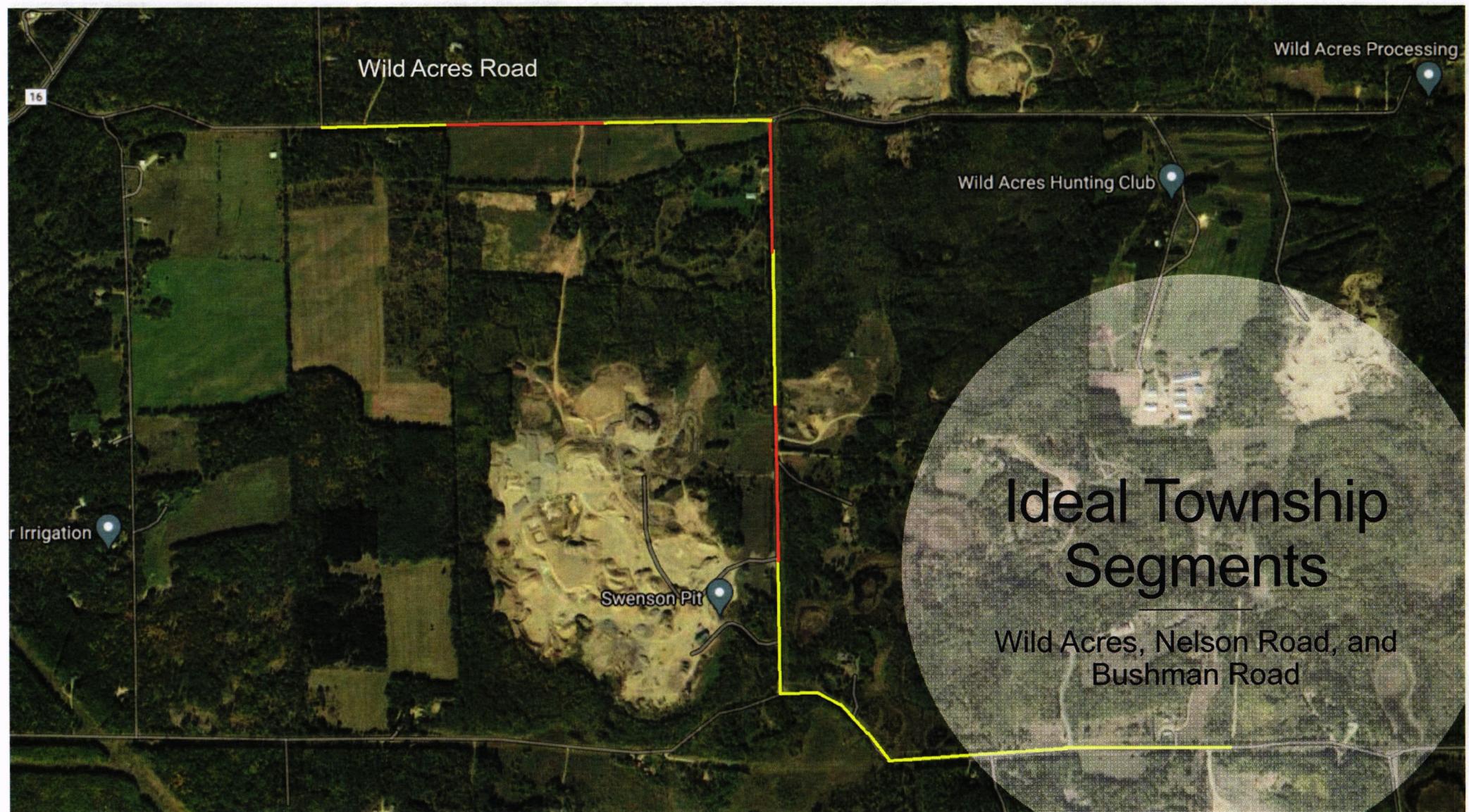


Google



City of Breezy Point Segments

Bushman Road



Wild Acres Road

Wild Acres Processing

16

Wild Acres Hunting Club

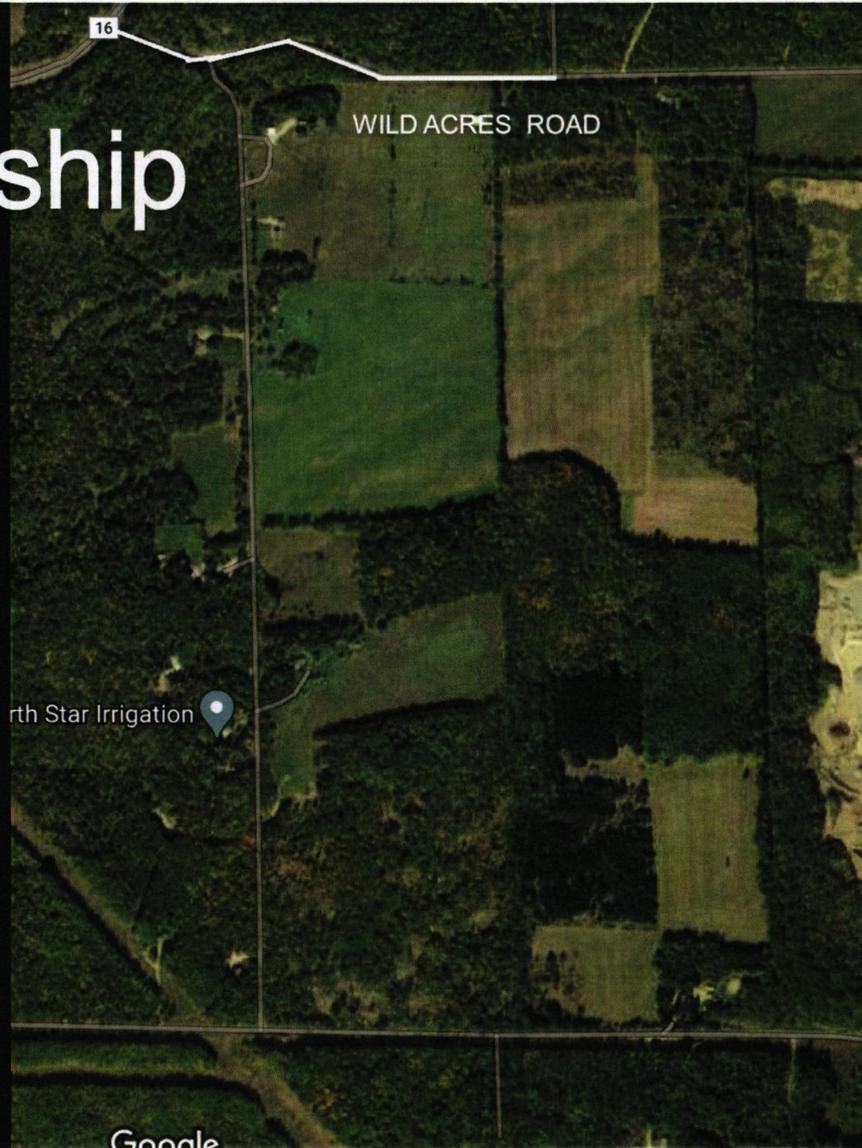
r Irrigation

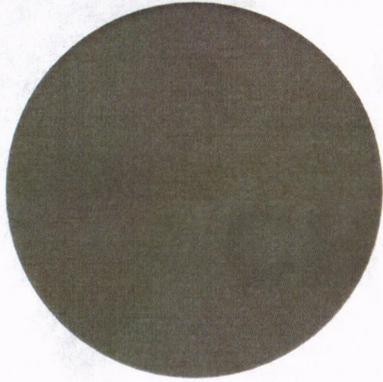
Swenson Pit

Ideal Township Segments

Wild Acres, Nelson Road, and
Bushman Road

Jenkins Township Segment





Process Overview

DRAFTING RFP



1. Development of a Request for Proposals (RFP)
2. Selecting a firm to conduct a corridor study
3. Funding the Engineering Study
4. Funding the Project itself

The logo for Crow Wing County, Minnesota. It features a stylized evergreen tree on the left side. To the right of the tree, the text "CROW WING" is written in a large, bold, sans-serif font. Below "CROW WING", the word "COUNTY" is written in a smaller, bold, sans-serif font. A horizontal line separates "COUNTY" from "MINNESOTA", which is written in a bold, sans-serif font at the bottom. The entire logo is enclosed in a double-line border.

CROW WING
COUNTY
MINNESOTA

Crow Wing County Involvement



- **General Process Guidance**
- **Draft RFP**
- **Consultant Selection Panel**
- **Stockholder Input**
- **Jurisdiction Change Process (if Needed)**



Crow Wing County WILL NOT be involved with

- **Supplying Project Funding**
- **Interagency Agreements**
- **Leading Public Involvement Process**
- **Designing the Project**
- **Right of Way Acquisition**
- **Construction**

RFP Outline



Project Information

Project Need, Objectives and Challenges

Phase 1 – Project Planning and Development Deliverables

Phase 2 – Project Design & Right of Way Acquisition Deliverables (Optional)

Phase 3 – Contract Administration and Project Management Deliverables (Optional)

Study Schedule

RFP Scoring and Selection Process

Questions?
THANK YOU

www.regionfive.org

REQUEST FOR PROPOSALS (RFP)

FOR

**PROJECT COORDINATION, STAKEHOLDER ENGAGEMENT PLANNING AND
IMPLEMENTATION, PRELIMINARY HIGHWAY SURVEY AND DESIGN, AND PROPERTY
OWNERSHIP DETERMINATION**

FOR

**BUSCHMANN ROAD, ACKERSON ROAD,
NELSON ROAD, AND WILD ACRES ROAD**

IN

**THE CITY OF PEQUOT LAKES, CITY OF BREEZY POINT,
TOWNSHIP OF IDEAL, AND TOWNSHIP OF JENKINS**

CONTENTS:

- 1. PROJECT INFORMATION**
 - 2. SCOPE OF SERVICES AND DELIVERABLES**
 - 3. SCHEDULE**
 - 4. COMPENSATION FOR SERVICES**
 - 5. GENERAL REQUIREMENTS FOR PROPOSALS**
 - 6. PRE-CONTRACT COSTS**
 - 7. EVALUATION CRITERIA**
- APPENDIX A: PROJECT LOCATION MAP**

PROJECT INFORMATION

1.1. Project Overview

The City/Township Coalition consisting of Pequot Lakes, Breezy Point, Jenkins Township and Ideal Township is issuing a request for proposals (RFP) to provide project coordination, stakeholder engagement, preliminary highway survey and design, cost estimating and alternative development for future roadway improvements to Buschmann Road, Akerson Road, Nelson Road and Wild Acres Road improvement project.

1.2. Project Background and Need

This network of roads consists of several rural local roads from multiple jurisdictions located in North-Central Crow Wing County, consisting of a combination of: Akerson Road, Nelson Road, Wild Acres Road, and Buschmann Road. The jurisdictions involved include Jenkins Township, Ideal Township, The City of Pequot Lakes, and the City of Breezy Point.

For years the constituent jurisdictions have discussed various issues associated with this network of roads. The issues identified include high volumes of truck traffic from area gravel pits, inconsistent traffic speeds, steep grades, blind approaches, deteriorating structural and surface conditions. Increasing costs for annual summer maintenance and affective snow plowing operation have also been identified as challenges.

The network's increasing use as a convenient connection between County State Aid Highway (CSAH) 11 and CSAH 16 and the Trunk Highway (TH) 371 have initiated discussions with Crow Wing County to accept future jurisdiction of these roads. The County has indicated that the roads would have to meet appropriate State Aid roadway design standards before consideration is given to accepting jurisdiction. The County has also indicated the it will not accept a roadway that does not make a complete connection between two other County roadways.

1.3. Project Goals and Objectives

The objectives for this project can be summarized in three phases, which closely follow the deliverables in section 2 of this document. The main objective in phase 1 is to provide community leaders with information related to project feasibility. Preliminary cost estimates, funding sources, design alternatives, and project outcomes will all be key components for identifying the scope of this project. Phase 2 can be described as the development of a preferred geometric design that balances the needs of the Community, City/Township Coalition, the Traveling Public, and the property owners along the roadway. While the objective of Phase 3 is to provide contract administration and project management throughout the construction stage of this project. Consistent with all transportation projects, our primary objectives are to address safety, traffic, access management, and maintenance issues within the roadway corridor. In summary, the project goals are as follows:

- Utilize a comprehensive agency and public engagement process to achieve community acceptance.
- Identify potential funding sources that align with the goals and needs of this project.
- Determine design standard and future jurisdiction based on Agency need, available funding, project cost, and future traffic patterns.
- Produce geometric design alternatives, with cost estimates, to aid community leaders in determining the project scope.
- Using innovative methods to address the existing highway deficiencies, including the substandard geometrics, pavement structure, and drainage concerns.
- Obtain detailed property information to identify land ownership for future right-of-way acquisition and platting.
- Apply access management guidelines to the corridor while accommodating access needs of the businesses, potential development, and individual property owners.
- Improve safety and capacity for all users of the road corridor including pedestrians, bikers, and vehicle drivers that live, travel, and vacation in the immediate and surrounding area.
- The ability to accurately communicate project cost to community leaders, the public, and local residents.
- To maintain the long-term transportation goals of the local agencies involved and the community as a whole.

1.4. Project Challenges

Like all projects of this scale, this project presents a unique set of challenges for the selected Consultant. Understanding these challenges and identifying solutions early will be key for the long-term success of this project. Some of these challenges are as follows:

- Multiple Agency Involvement – There are four local agencies that make up the City/Township Coalition. All these Agencies have unique needs, revenues, and project goals. The Consultant shall represent each of these Agencies equally. The Consultant will need to develop a plan to coordinate multiple agency involvement.
- Jurisdictional Determination – The final road jurisdiction may not be the same as it currently exists today. There is an opportunity for all or portions of the local road network to become part of the County Road System. A local roadway must meet State Aid Standards before the County will accept jurisdiction. The Consultant shall balance local need, funding, and design standards to determine the appropriate final jurisdiction. The Consultant shall involve the County Engineer while planning for final jurisdictional determination.

- Funding – This project is not fully budgeted at this time. The Consultant shall identify potential funding sources to aid construction. Funding type availability may alter the Coalition’s goals and objectives.
- Design Standards – The road design standard is flexible based on the Coalitions need and the type of funding source available. It is important for the Consultant to understand the long-term goals of each Agency before selecting a standard. The Consultant will need to provide cost estimates and preliminary designs for multiple standards.
- Traffic Patterns – This project has the likelihood to change traffic patterns in the area. The Consultant will need to account for future traffic patterns during the planning stages of this project.

1.5. Previous Project Documentation

In 2013, the City of Pequot Lakes and Ideal Township explored an option to improve Nelson Road in an effort to reduce maintenance costs associated with the roadway. The engineering firm Widseth Smith and Nolting began designing a preliminary plan for construction in 2014. Due to a change in local agency priorities, this project was halted at 90% design stage and has not advanced to date. This plan did not include roadway design consistent with State Aid standards.

In 2015, the Crow Wing County Highway Department initiated a transportation study on the CSAH 11 corridor between the City of Pequot Lakes and the City of Breezy Point. Engineering firm Bolton & Menk, Inc. developed a comprehensive report to help the County and surrounding cities plan for future development along the CSAH 11 corridor. Part of this document included a future look at improving the Ackerson/Buschmann route to address some of the existing and future traffic in the area. This study can be found on the Crow Wing County website at <http://www.crowwing.us/1565/Road-Studies>.

All previous project documentation or studies will be made available and should be used to the extent that the information is still accurate and relevant.

2. SCOPE OF SERVICES AND DELIVERABLES

All aspects of the scope of services outlined below are expected to be completed within the project deadlines. All reports/documentation shall be submitted to the City/Township Coalition and must be presented in paper and electronic form. Likewise, all project design files shall be developed using ACAD Civil 3D version 2013 or later. In reference to all survey and design files associated with this project, the selected consultant must use Crow Wing County Coordinate datum NAD83 (1996 Adj) for horizontal control and NAVD 88 for vertical control.

The horizontal accuracy standard for these positions shall be similar to those defined in the 2005 version of the accuracy standards for ALTA/ACSM land title surveys 9appendix 1. County standards will require 0.05 feet for positional accuracy for all boundary corner location and Public Land Survey Corner used in this project.

The role of the selected Consultant team will be to complete all tasks necessary to guide this project through advanced project coordination, preliminary planning/design, and alternative development. The consultant will be evaluated on their use of technology and innovative strategies to produce project deliverables. The consultant shall also strive to gain Public and Agency support for the project while completing a variety of deliverables. Agency input shall be incorporated on a regular basis to minimize potential conflicts and delays.

The project deliverables have been segmented into 3 phases. The City/Township Coalition will decide when to authorize each phase based on project need. For this RFP, Phase 1 will be authorized immediately following the selection process of the qualified consultant. Phase 2 and 3 will be authorized at a future date, if deemed relevant and necessary. The consultant shall provide a detailed itemized cost breakdown for each phase of the deliverables; however, only the first phase of work will be guaranteed at this time. It is the Coalition's intention to award all Phases to one consultant, should Phase 2 and 3 become necessary.

2.1. Phase 1 Deliverables – Project Planning and Development

2.1.1. Project Management

The Project Manager will perform all work necessary to effectively coordinate the project development, maintain the project schedule, and adhere to the project budget starting with project initiation and ending with quality deliverables. The proposal should include a summary of the project management measures required to ensure that the project is completed on time, within budget and in accordance with applicable laws, policies, standards and good engineering practice. The selected consultant shall develop and implement a project specific Quality Management Plan, which shall be available for review upon request during the project. The Project Manager, along with associate experience, shall be included in the proposal.

2.1.2. Public and Agency Involvement

A goal of the City/Township Coalition is to achieve excellence in customer service through a comprehensive public engagement process. A robust and focused public engagement plan will be essential to facilitate community acceptance of this project, while maintaining our transportation objectives and requirements.

The Consultant shall propose a “public and agency involvement strategy” to meet the project objective and goals and facilitate acceptance and approval of the project. The proposal should provide an overall approach to involvement, as well as specific involvement activities, techniques, strategies and how these specific tasks will

integrate into the overall process. As this project moves forward, a strategy is needed to assess stakeholder positions, negotiate alternatives, and facilitate acceptance and approvals for the project. The Consultant should elaborate on how the proposed strategy will accomplish the project objectives and what type of visual aids will support the expected outcomes. The Consultant shall also develop a strategy to respond to potential concerns/complaints, while making the agency aware of issues that arise. The Consultant shall provide updates to the City/Township Coalition and maintain a public website developed by the Consultant. Consent shall be given by the Coalition for all information published to the project website.

2.1.3. Agency Coordination

Over the years, it has been a top priority to maintain good standing relationships between local Cities and Townships in our Community. To maintain these relationships, the consultant shall equally represent the following agencies and develop a plan highlighting the best interest for the community as a whole: City of Pequot Lakes, City of Breezy Point, Ideal Township, and Jenkins Township. As a result, the Consultant may need to coordinate with these Councils/Boards individually to facilitate public meetings, afford project updates, and provide cost share information for budgeting purposes. The consultant must strive to gain project consent from all agencies involved with the project. Viewed as an integral part of this proposal, the Consultant shall include a detailed approach for managing agency coordination in the "public and agency involvement strategy".

2.1.4. Data Collection

The Consultant shall collect existing data, relevant reports, and obtain new information as needed for all aspects of the project. A preliminary data collection meeting with the City/Township Coalition, will be arranged by the Consultant.

The consultant shall perform current ADT counts and vehicle type for logical segments of each roadway associated with this proposal. In addition, traffic counts shall be performed on connecting roads to determine current and future traffic patterns in the area. All traffic data shall be converted to AADT using MnDOT's adjustment tables.

City/Township Coalition will provide the following information to the successful Consultant:

- Prior project information
- Previous studies
- Historic traffic counts and/or speed studies

2.1.5. Preliminary Utility Coordination

For the purposes of this RFP, "utilities" shall mean and include, but not be limited to, all privately, publicly, or cooperatively-owned pipes, lines, antennas, or facilities for the distribution or transmission of electrical energy, gasoline, oil, natural gas, water, sewage, steam, cable TV, telephone or other material and communication lines and devices.

The Consultant shall contact Gopher State One to obtain a design locate of all utilities within the project limits. The Consultant will conduct detailed utility searches and identify existing locations to be included in the future construction plan.

The Consultant shall perform a two-dimensional layout of all utility facilities or systems located along the proposed project. The layout shall be primarily populated from maps furnished by utility owners for design purposes. The Consultant shall include this information in an ACAD drawing format and provide all raw data to the City/Township Coalition upon request.

At least one utility meeting will be required to show potential impacts from the preferred alignment/preliminary layout. This meeting shall give the utility owners an opportunity to comment, express concerns, and to discuss ideas for removal and replacement. The Consultant shall gather meeting minutes from this meeting.

2.1.6. Preliminary Topographic Survey and Mapping

The consultant shall develop a highly accurate network of survey control points throughout the project. Project control shall be tied into multiple off-site control points using MnDOT's Statewide Monument Database. The Consultant shall determine and describe the extent of preliminary topographic survey work need to develop the following outcomes:

- Major preliminary Quantities – earthwork, bituminous, gravel, etc.
- Horizontal and vertical topography changes
- Preliminary Cross Sections
- Wetlands, lakes, and other drainage features.
- Potential Right of Way damages
- Preliminary project estimate
- Design standards – State Aid, City, Township

As a final deliverable for this section, the Consultant shall compile the collected data into a low detail topographic base map using the specified drawing format. Data in the base map should be differentiated using object specific point codes, linework, and layers. Additionally, the collected raw data shall be provided to the City/Township Coalition upon request.

2.1.7. Wetland Delineation

The Consultant shall complete a wetland delineation within the project area and prepare a wetland delineation report based on the identified areas. The delineation report shall include wetland type, distinct locations, and the existing plant communities. At least 1 Technical Evaluation Panel (TEP) meeting shall be attended by the Consultant to introduce the project, discuss potential wetland impacts, and alter the report according to the TEP recommendations. Minutes of all such meetings with the TEP shall be kept by the Consultant and shall become part of the permanent project records, being transferred to City/Township Coalition. All identified wetland areas shall be surveyed and displayed in the topographic base map drawing.

2.1.8. Geotechnical and Environmental Exploration

Upon authorization from the City/Township Coalition, the Consultant will have the opportunity to perform limited geotechnical exploration in select areas. These areas may be anticipated muck locations, pond locations, road realignments, or areas of concern based on the Consultants recommendations. A detailed geotechnical evaluation will be performed in Phase 2 of this RFP.

The Consultant shall perform a cursory review of the cultural resources and or historic properties that may affect the proposed layout of this corridor. Any preliminary findings shall be discussed with the City/Township Coalition immediately upon discovery. If deemed necessary, further environmental review and documentation will be addressed in Phase 2 of this RFP.

2.1.9. Public Land Survey and Existing Property Lines

The Consultant will locate all public land survey corners and boundary corners necessary to complete a detail parcel breakdown of the project area. The parcel breakdown map shall be approved by a Land Surveyor licensed by the State of Minnesota and should be presented in a drawing format, as specified in Section 2 of this document. Drawing items should include, but not be limited to the following features:

- Clearly defined linework of all parcels and right of way lines affected by the project.
- Public land survey corners and boundary corners should be identified using standard symbols to differentiate points. All found monuments shall be identified as to the type and size of monument, and identified as such in the ACAD drawing.
- The base map should include labels for owner name, parcel identification, section-township-range-quarter-quarter-gov't lots, subdivision plat names with block and lot identification.

This work must be performed by or under the direct supervision of a Land Surveyor licensed by the State of Minnesota. If conflicts with parcel boundaries are present,

the consultant should contact the Crow Wing County Survey Planning Coordinator, to determine an appropriate solution.

2.1.10. Preliminary Right-of-Way Determination

Based on the parcel breakdown described in Section 2.1.9, the consultant shall determine the existing right-of-way. This determination may require some research to define areas of public easement, utility easement, and/or prescriptive easement. All determinations shall be documented and approved by a licensed Land Surveyor. If right-of-way conflicts cannot be resolved, the consultant should contact the Crow Wing County Survey Planning Coordinator, to determine an appropriate solution.

Using the preliminary geometric designs, the Consultant shall develop the anticipated proposed right-of way and construction limits for each layout. An impact analysis shall be performed to clearly identify acreage takings, damages to property, and utilities impacts. This analysis will provide the Coalition with information related to right of way costs and aid in determining the preferred layout. The proposed right-of-way limits along with anticipated construction limits shall be used as a public visual in the preferred and alternative geometric layouts.

2.1.11. Preferred Geometric Layout and Alternatives

During the preliminary design process, the consultant will develop a preferred geometric layout and alternatives. Alternative layouts shall be considered for varying design standards, geometric, and/or substantial cost considerations. At a minimum, the consultant will provide two alternatives. One that meets State Aid Design Standards and a second that meets Local Agency Design Standards. Recognizing, State Aid Standards may not be relevant for all segment of roadway associated with the project. The Consultant shall use data analysis, professional engineering, and input from the City/Township Coalition to determine the appropriate alternative layouts to meet the project needs. The geometric layouts shall be a clear representation of the project design which includes design standards, horizontal alignments, profiles, roadway geometry, design speed, typical sections, intersections, and preliminary topographic information. These layouts shall contain all right-of-way information including but not limited to the existing and proposed right-of-way, parcel identification, and ownership/address information. Areas of property impact shall clearly define acreage and damages to trees, structures, utilities, etc. Throughout this period, the Consultant shall arrange multiple meetings and establish continual communication with the City/Township Coalition as to avoid review delays or reworking of design elements. The geometric layouts, design assumptions, and exceptions (if applicable) shall be presented to the City/Township Coalition, in a suitable format, for comment and approval. A Design Memo shall accompany all geometric layout submittals.

The City/Township Coalition requires the design to be constructed in a 3D modeling environment for use in future design and staking. Upon request, all project drawings associated with the preferred geometric layout, shall be submitted to the Coalition in the proper drawing format as defined in Section 2 of this document.

2.1.12. Preliminary Project Estimate

An estimate for total project costs, including local agency cost participation, will be produced for the preferred and alternative layouts. This estimate shall be broken down to include a preliminary cost for construction, right of way, design, and construction management. The cost estimate shall be further split by logical segments if staged construction is realized. Accurate cost estimates are greatly important to ensure proper funding is in place for future construction. The Consultant shall provide updated estimates upon request from the City/Township Coalition or any local agency partner.

2.1.13. Identify Future Traffic Patterns

This project has the potential to change future traffic patterns in the area. To help community leaders better understand how this improvement will impact the traffic system as a whole, the Consultant shall identify potential changes in post construction traffic patterns. More specifically, traffic patterns shall be evaluated on Buschmann Road, Nelson Road, Akerson Road, Wild Acres Road, Ranchette Drive, Evenson Road, and County Road 12. The Consultant shall develop a short report that provides pre and post construction traffic information. The report shall be in a format that is easy to understand and include maps as visual aids.

2.1.14. Determination of Jurisdiction

Once this project is complete, it is likely that segments of this network will change jurisdiction. The Consultant shall review the localized transportation network to determine the proper road authority for each segment of roadway. Important factors to consider are future traffic patterns, ADT, design standard, land use/zoning, and logical connection. The Consultant shall provide a recommendation of jurisdiction for each segment of road that best represents the needs of the travelling public and the community as a whole.

2.1.15. Identify Potential Funding Sources

An important aspect of this project will be to clearly identify potential funding sources for construction. The Consultant shall research and compile a summary of possible outside funding sources. Pros and cons, or challenges, related to each funding source shall be addressed in a short report along with typical dates when applications are received. Additional information shall include the requirements for matching funds and comparable projects that have received funding in the past.

2.2. Phase 2 Deliverables – Project Design and Right of Way Acquisition

2.2.1. Additional Public and Agency Involvement

As previously stated in Phase 1, a robust and focused public engagement plan will be essential to facilitate community acceptance of this project, while maintaining our transportation objectives and requirements.

In Phase 2, the Consultant's public and agency involvement strategy should focus on acceptance and approval of the preferred layout. The proposal should provide an overall approach to public and agency engagement, as well as specific involvement activities, techniques, strategies and how these specific tasks will integrate into the overall process. The Consultant should elaborate on how the proposed strategy will accomplish project objectives and what type of visual aids will support the expected outcomes. The Consultant shall continue to provide updates to the City/Township Coalition and maintain the public website.

2.2.2. Additional Utility Coordination

For the purposes of this RFP, "utilities" shall mean and include, but not be limited to, all privately, publicly, or cooperatively-owned pipes, lines, antennas, or facilities for the distribution or transmission of electrical energy, gasoline, oil, natural gas, water, sewage, steam, cable television, or other material and communication lines and devices.

The Consultant shall perform a two-dimensional surface features survey of all subsurface utility facilities or systems. The survey shall also include any surface markings depicting subsurface utilities furnished by utility owners for design purposes. The Consultant shall include this information in an ACAD drawing format and provide the raw data to the County.

The Consultant will determine conflict points between planned construction and existing or planned utility facilities and develop and make recommendations on relocation alternatives, with emphasis on cost effectiveness and on minimizing conflicts. At least 1 utility identification / information / coordination meetings will be arranged by the Consultant. Minutes of all such contacts, conferences, and meetings with the utility companies shall be kept by the Consultant and shall become part of the permanent project record, also being shared with the City/Township Coalition.

Locations

The Consultant shall obtain the locations of all utilities that exist within the proposed construction limits and which may be affected by the project. Utility location information shall be obtained directly from the utility owner unless such means is not feasible. All utilities shall be identified as to owner, type, and size. All

utilities shall be shown on the preliminary 60% design layouts, topographic survey maps, and tabulated using "Microsoft Excel" by reference to project stationing in accordance with the requirements of the "Utility Notification Law", Minnesota Statute Section 216D.04.

The Consultant shall contact the utility owners and use all customary procedures to review the existing locations and discuss all utility relocations necessitated by the future project construction as well as any other revisions to the utilities, or installation of new utilities, within the project limits which may be deemed desirable to accomplish in conjunction with the project construction for which the Consultant has learned will be required in the future. If utilities exist outside the platted right-of-way areas, the consultant shall determine if the utility owners have private easements and gather documentation of said easements.

Conflicts

The Consultant shall include all conflicts and required changes to existing utility facilities in the utility tabulation as mentioned above. If unavoidable conflicts with public utilities are present, the consultant may work with the owner of these facilities, and the City/Township Coalition, to determine an appropriate solution.

Future Plans

For informational purposes, the subsurface utility information to be provided in the future final plans shall be Utility Quality Level C. This quality level shall be determined according to the guidelines of CI/ASCE 38.-.2, entitled "Standard Guidelines for the Collection and Depiction of Existing Subsurface Utility Data."

2.2.3. Detailed Topographic Survey and Mapping

The consultant shall develop a highly accurate network of survey control points throughout the project. Project control shall be tied into multiple off-site control points using the DOT's Codetic Monument Database. This survey should be performed over the full width of the anticipated project corridor including areas outside the corridor where drainage is anticipated to be a hindrance to private and/or public property. For estimating purposes, the consultant shall plan to survey all features within a 75-foot buffer, either side, of the existing centerline alignment. Additional survey work shall be performed in areas of anticipated realignment. This survey should include, but not be limited to the following features:

- **Every** fixed object within the proposed project limits including mailboxes, fences, posts, ornamental décor, landscaping, driveways, sidewalks, sewer systems, wells, etc.
- Existing road features, ditches, drainage areas, and vertical topography changes.
- Vegetation including shrubs, flower gardens, yard trees over 10 feet in height or 4 inches in diameter at the stump base.

- Dwelling and outbuilding locations along with one vertical elevation at the foundation of the structure.
- Wetlands, lakes, and stream boundaries.
- All private and public utilities within the project corridor.

As a final deliverable for this section, the Consultant shall compile the collected data into a high detailed topographic base map using the specified drawing format. Data in the base map should be differentiated using object specific point codes, linework, and layers. Additionally, the collected raw data shall be delivered to the City/Township Coalition upon request.

2.2.4. Geotechnical Evaluation

The Consultant shall complete a Geotechnical evaluation to ensure the soils in this area are suitable to support the proposed roadway. A detailed geotechnical report is essential in making decisions based on horizontal/vertical alignment, pavement design, and project quantities. The report should include the following items, summary of boring results, groundwater observations, pipe bedding recommendations, muck exploration, design/construction recommendations, and R-value determination for the available subgrade material. This report along with the consultant's pavement design recommendations shall be submitted to the City/Township Coalition for review and approval.

2.2.5. Environmental Documentation and Permits

The Consultant shall complete all required environmental documentation and obtain all Federal, State, and Local permits required for this project. Bear in mind, the project funding source will finance the required environmental documentation. The Consultant Proposal shall include all environmental documentation that will be required for this project. Additional environmental documentation/studies that may apply can be described and quantified as an alternate item.

Wetlands impacts identified in the proposed design shall be brought forward for discussion and approval at the Technical Evaluation Panel Meetings (TEP). The DNR shall be notified for all stream crossings or impacts to nearby lakes. All approved permits shall be shared with the City/Township Coalition. Minutes of all such meetings shall be kept by the Consultant and shall become part of the permanent project records, also being shared with the City/Township Coalition.

2.2.6. Parcel Research

The Consultant shall perform detailed ownership research on all parcels that are identified as impacted or have the potential to be impacted by the construction of this project. In addition to this research, the consultant shall define the existing right-of-way and gather all supporting documentation. Final records shall include all

necessary parcel documents for future right-of-way purchase. It is the Coalition's preference, to acquire right-of-way in the form of "easement of record" rather than "fee title" purchase.

2.2.7. Final Right-of-Way Determination and Acquisition

The Consultant shall determine the necessary proposed right-of-way, temporary easements, and drainage easements needed to complete this project, based on the construction limits determined in the preferred geometric layout. At a minimum, the consultant shall develop a tabulation of ownership, easement coverage, easement costs, damages, and cost to cure for each identified parcel in the right-of-way determination process. An overall cost to purchase right-of-way for this project must be included with the Consultant's recommendation on right-of-way determination.

Upon approval from the City/Township Coalition, the Consultant shall use this information for acquiring the necessary easements to construct the road. The Consultant will lead the right-of-way acquisition process by notify landowners, staking parcels, contracting appraisals, making purchase offers, and starting the condemnation process if necessary. In the event that a condemnation hearing is required, the consultant may request additional payment for participation in said process.

2.2.8. Construction Cost Estimates

An estimate for the project cost, including local agency cost participation, will be produced for the preferred layout and final plan. This estimate shall be broken down to include the project cost for construction, right of way, design, and construction management. The cost estimate shall be further split by logical segments if staged construction is allowed. Accurate cost estimates are greatly important to ensure proper funding is in place for future construction. The consultant shall provide updated estimates upon request from the City/Township Coalition or any local agency partner.

2.2.9. Plat Survey

The Consultant will provide a highway right-of-way plat and all legal descriptions as appropriate for the project. The final highway plat shall be approved by the Crow Wing County Survey Planning Coordinator and recorded at the County Records Office. Upon completion of the construction project, the consultant shall install all right-of-way pins corresponding to the locations specified on the approved plat.

2.2.10. Final Plan Design, Specifications, and Bid Letting

The Consultant will provide a final construction plan developed from the approved "Preferred Geometric Layout". The completed plan shall be reviewed and approved by the City/Township Coalition. This work shall be performed under the direct supervision of a Professional Engineer licensed in the State of Minnesota.

Plan production sheets shall be published on 11" x 17" pages, then provided in electronic and paper format. The City/Township Coalition reserves the right to request all design related information including drawing files, quantity calculations, and design documentation.

Upon approval from the City/Township Coalition, the Consultant will be responsible for the project proposal development and lead the project bid letting process. Throughout these processes, the consultant may occasionally be called upon to answer project related questions.

2.3. Phase 3 Deliverables – Contract Administration and Project Management

2.3.1. Contract Administration and Project Management

The Consultant shall provide a qualified Project Manager to oversee the contract administration. This individual must have excellent decision-making skills and promote communication throughout the construction phase. The Respondent shall describe project management measures required to ensure that the project is completed on time, within budget and in accordance with applicable laws, policies, standards and good engineering practice. The Project manager is expected to report construction progress to the City/Township Coalition on a monthly basis. Further communication shall be provided at weekly construction meeting intended to promote continuity at the work site.

2.3.2. Construction Staking

The Consultant shall provide construction staking for the entirety of the contract. The staking crew shall work closely with the selected contractor throughout the construction phase. Construction staking may include but not be limited to right of way lines, clear limits, erosion control features, item removals, rough grade stakes, subgrade hubs, superlevation, centerline locations, pipe elevations, bituminous markings, gravel markings, traffic control markings, mailbox locations, and signage.

2.3.3. Construction Inspection

The Consultant shall provide a qualified construction inspector to be on site daily while construction operations are being performed. The inspector's primary role will be to ensure that construction operations are being performed in accordance with the project specification, plan, and contract. In addition, the inspector shall confirm that all federal, state, and local regulations are being followed throughout the construction phase. Furthermore, the inspector shall verify and record all quantities using an item document ledger to ensure contractor pay requests are accurate. It is the duty of the inspector to keep a daily journal documenting the construction process.

2.3.4. Project Completion

Upon completion of the construction phase, the Consultant shall certify that the project meets the following requirements:

- 95% substantial completion
- The project meets all federal, state, and local regulations
- All construction documentation has been completed
- All environmental documentation is finalized
- All funding documentation is complete
- Final contractor payments have been made
- **As-built plans** have been delivered to all road authorities

3. SCHEDULE

The schedule for the services described in this document will be formalized during the development of the project contract. The final schedule must include October 1, 2021 as the hard deadline for all Phase 1 deliverables to be complete. The Consultant shall include intermediate deadlines in the proposal for all project deliverables defined in Section 2 of this document.

Response to Proposals Due	December 1, 2020
Potential Consultant Interview	December 8, 2020
Consultant Selection Made	December 15, 2020
Notice to Proceed	January 1, 2021
Phase 1 Deliverables Complete	October 1, 2021
Phase 2 Deliverables Complete	TBD
Phase 3 Deliverables Complete	TBD
Contract Complete	TBD

4. COMPENSATION FOR SERVICES

It is the intention of the City/Township Coalition to enter into a professional service contract for the scope of work provided in Phase 1 of Section 2 (Scope of Services and Deliverables) of this document. Dependent upon the results of Phase 1 and the feasibility of moving the project forward, a future contract may be issued for Phase 2 and Phase 3. The contract will be based on a fee-for-task schedule, developed by the respondent, with maximum not-to-exceed amounts. The Consultant developed compensation schedule shall be in direct alignment with the stated deliverables and project deadlines.

The City/Township Coalition reserves the right to administer and issue the notices to proceed in a manner that is in the best interest of the Coalition.

5. GENERAL REQUIREMENTS FOR PROPOSALS

5.1. Inquires

Please direct all questions regarding this proposal to:

Patrick Wussow
Breezy Point City Administrator
8319 County Road 11
Breezy Point , MN 56472
(218)-562-4441

pwussow@cityofbreezypointmn.us

All firms submitting a proposal shall identify a single point of contact to order to correspond with the City/Township Coalition. The preferred method of communication is by email.

5.2. Contractual Responsibility

Consortia, joint ventures, or teams, although encouraged, will not be considered responsive unless the proposal explicitly establishes that all of the contractual responsibility rests solely with one firm.

At all times during the term of the contract, the Consultant shall be required to have and keep in force the following insurance policies:

- **Workers Compensation.** Insurance covering all employees meeting statutory limits in compliance with applicable state and federal laws.
- **Comprehensive General Liability.** A single limit or combined limit or excess umbrella general liability insurance policy of an amount of not less than \$500,000 per claim and \$1,000,000 for any number of claims arising out of a single occurrence. If the claim arises out of the release or threatened release of a hazardous substance, the insurance must be for the amount of not less than \$1,000,000 per claim and \$3,000,000 for any number of claims arising out of a single occurrence.
- **Business Auto Liability.** A single limit or combined limit or excess umbrella automobile liability insurance policy for all vehicles used regularly in the provision of services under this contract for an amount of not less than \$500,000 per person or property damage, \$500,000 for bodily injury and/or damage to any one person, and \$1,500,000 for total bodily injuries and/or damage arising out of a single occurrence.

5.3. Addenda and Supplements to this RFP

In the event it becomes necessary to revise any part of this RFP, or if additional information is necessary to enable proposers to adequately respond to this request, a supplemental to the RFP will be issued.

5.4. Owners Rights

The City/Township Coalition reserves the right to reject any or all of the proposals if deemed (under its sole discretion) to be in the best interest of the Coalition.

5.5. Proposal Content

Please submit three (3) copies of the proposal no later than Tuesday, December 1, 2020 by 3:00 p.m. These documents must be signed by a duly authorized representative of the respondent. At a minimum the proposal shall:

- Include a narrative that describes the responder's understanding of the project, goals, objectives, and any known challenges to be overcome.
- The proposal should include a summary of the project management measures required to ensure that the project is completed on time, within budget and in accordance with applicable laws, policies, standards and good engineering practice. Include a graphical timetable that identifies achievable milestones.
- Include an itemized list of anticipated objectives, goals, and sub-tasks for all Phase 1 deliverables, assign the number of hours required by each team member, and indicate the maximum not to exceed amounts for each sub-task. Identify any tasks not outlined in the deliverables that the respondent deems are critical to the success of the project. Include detailed cost breakdowns for these tasks as "alternate" options that we may review and/or consider as part of the contract. Provide and explain new technologies and/or innovative strategies within these tasks to provide additional quality to the project.
- Include an itemized list of anticipated objectives, goals, and subtasks for all Phase 2 deliverables. Outline an effective public involvement strategy including coordination with local agencies. Explain how the tasks will be performed and describe how you will use visual aids to gain public support. Include a graphical timetable that identifies achievable milestones. Provide an estimated cost of each task for future project planning.
- Include an itemized list of anticipated objectives, goals, and subtasks for all Phase 3 deliverables. Include a graphical timetable that identifies achievable milestones. Provide an estimated cost of each task for future project planning.
- Provide and elaborate on key tasks this RFP may not include. Provide costs to each as alternative options.
- Identify anticipated involvement required by the City/Township Coalition.
- Summarize the firm's relevant qualifications and experience related to similar projects. List all personnel who will conduct the project, detailing their training, work experience and job title. The project manager assigned to the project must be stated in the proposal and shall continue as such throughout the project, as long as he/she is still employed by the firm.

6. PRE-CONTRACT COSTS

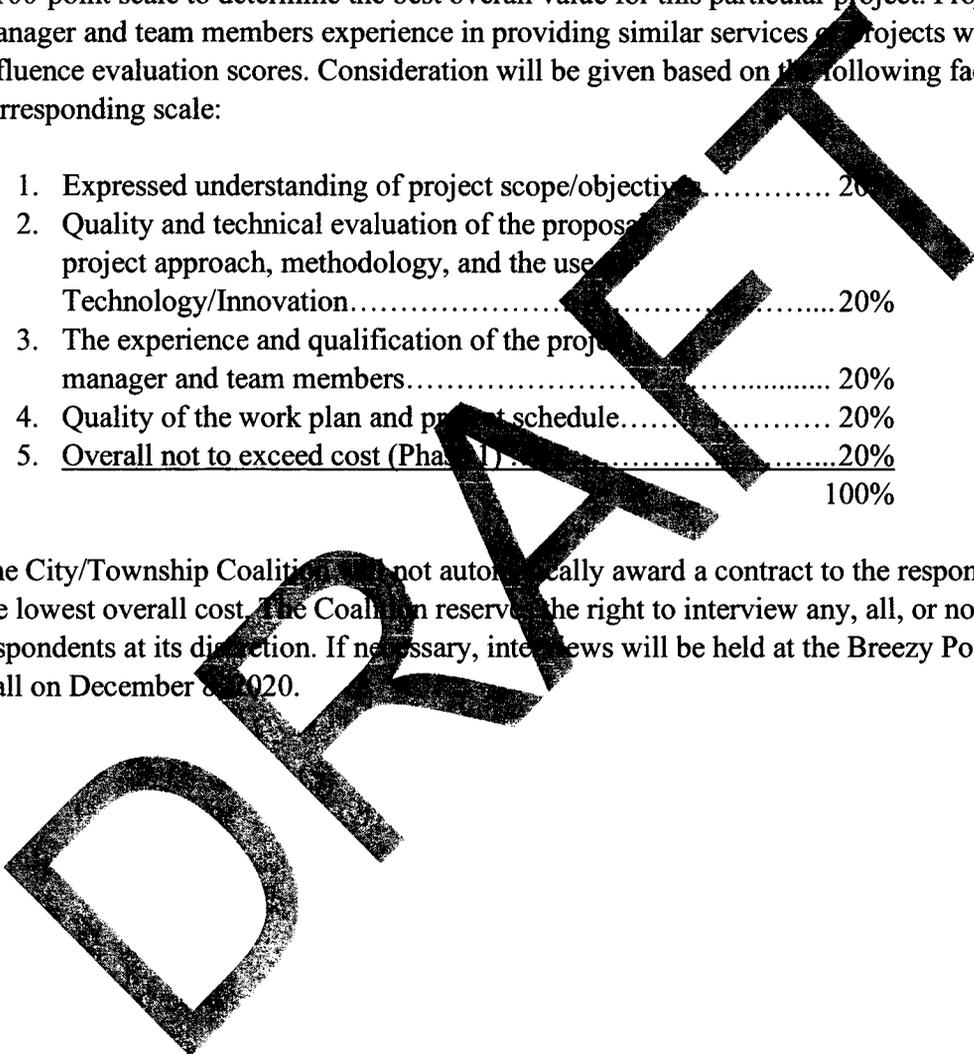
All costs related to the preparation of the proposal will be the sole responsibility of the respondent and will not be reimbursed by the City/Township Coalition. Likewise, no reimbursement will be made for costs incurred prior to a formal written notice to proceed.

7. EVALUATION CRITERIA

Selection of the Consultant will be based on the best quality of services provided. Proposals will be primarily evaluated on the criteria defined in Phase 1 of Section 2 (Scope of Services and Deliverables) of this document. However, Phase 2 and Phase 3 will be evaluated based on the Consultant’s understanding of the project and the Coalition’s ability to develop future planning based on preliminary costs and project timelines. All respondents will be graded on a 100-point scale to determine the best overall value for this particular project. Project manager and team members experience in providing similar services on projects will strongly influence evaluation scores. Consideration will be given based on the following factors and corresponding scale:

1. Expressed understanding of project scope/objective.....	20%
2. Quality and technical evaluation of the proposal, project approach, methodology, and the use of Technology/Innovation.....	20%
3. The experience and qualification of the project manager and team members.....	20%
4. Quality of the work plan and project schedule.....	20%
5. <u>Overall not to exceed cost (Phase 1)</u>	20%
	100%

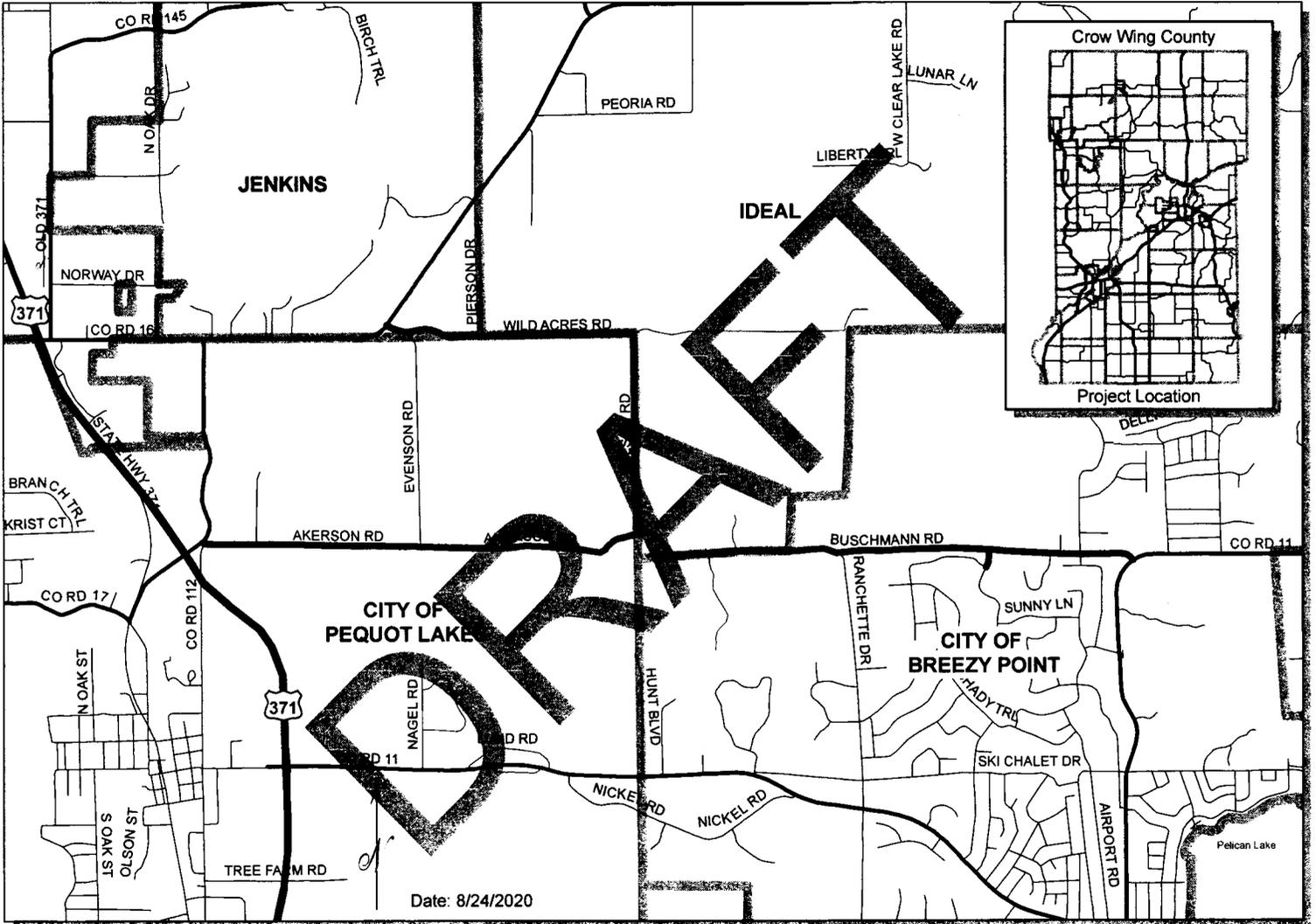
The City/Township Coalition will not automatically award a contract to the respondent with the lowest overall cost. The Coalition reserves the right to interview any, all, or none of the respondents at its discretion. If necessary, interviews will be held at the Breezy Point City Hall on December 8, 2020.



REQUEST FOR PROPOSALS

APPENDIX A

DRAFT



Buschmann Rd, Ackerson Rd, Nelson Rd, and Wild Acres Rd
Project Location Map