



Minnesota Department of Transportation

Metro District

Office of State Aid

1500 West County Rd B2

Roseville, MN 55113-3174

Telephone: 651-234-7773

sharon.lemay@state.mn.us

July 15, 2015

Bruce Westby
City of Ramsey
7550 Sunwood Drive NW
Ramsey, MN 55303

RE: **Proposed Master Partnership Contract No. 1001234**

Dear Mr. Westby:

Attached are four copies of a proposed master partnership contract between the Minnesota Department of Transportation (Mn/DOT) and the City of Ramsey along with a sample City Resolution.

The Master Partnership Contract provides a framework for Mn/DOT and Local Agencies to provide payment to each other for services rendered. A few routine services are included in the contract and all other services are accomplished through the execution of work orders.

Kindly review the enclosed documents and arrange to have the Master Contract presented to your City Council for their approval and execution. Please ensure that the original signatures of the officials authorized to execute this contract on their behalf are obtained on all four copies of the agreement. A signature acknowledgment must be included either on the signature page or attached as a separate document. (It is suggested that all signers use blue ink so that the original signatures are obvious and will not be mistaken for photo copies.) Please provide signatures only under the **Local Government** heading.

Also required is a new resolution passed by the City Council authorizing its officials to sign and execute the agreement on its behalf. **(Only the named officials may sign the agreement: if anyone else signs in the named official's place, the agreement will not be executed.)** This resolution must contain the notarized signature of the individual certifying the resolution. Sample forms and language are enclosed with this letter. Please provide three original versions of a resolution including signatures and City/County stamp.

Work Orders do not need City Council approval unless the City Council stipulates that in their resolution. Generally only the City Engineer needs to sign Work Orders.

To expedite the approval process, the executed agreements and resolutions should be returned to me to obtain further signatures. Please note that no work shall be performed by Mn/DOT personnel until the full execution of the agreement. After execution by Mn/DOT and other State officials, a copy of the agreement will be returned to you.

If you have any questions or require additional information, please feel free to contact me at 651-234-7773.

Sincerely,

Sharon LeMay, Metro State Aid

An Equal Opportunity Employer



Sample resolution

Whereas, The Minnesota Department of Transportation wishes to cooperate closely with local units of government to coordinate the delivery of transportation services and maximize the efficient delivery of such services at all levels of government; and

Whereas, MnDOT and local governments are authorized by Minnesota Statutes sections 471.59, 174.02, and 161.20, to undertake collaborative efforts for the design, construction, maintenance and operation of state and local roads; and

Whereas: the parties wish to be able to respond quickly and efficiently to such opportunities for collaboration, and have determined that having the ability to write “work orders” against a master contract would provide the greatest speed and flexibility in responding to identified needs.

Therefore, be it resolved:

1. That the City/County/Other Local Government of _____ enter into a Master Partnership Contract with the Minnesota Department of Transportation, a copy of which was before the [Board/Council].
2. That the proper [City/County/Other Local Government] officers are authorized to execute such contract, and any amendments thereto.
3. That the [City/County/Other Local Government] Engineer/Title of Other Official is authorized to negotiate work order contracts pursuant to the Master Contract, which work order contracts may provide for payment to or from MnDOT, and that the [City/County/Other Local Government] Engineer/Title of Other Official may execute such work order contracts on behalf of the City/County/Other Local Government of _____ without further approval by this [Board/Council].

Approved this ____ day of _____, 201__.

Attest:

By: _____

Title: _____

Date: _____