



# 2016 Mississippi River Trail

## City of Ramsey, Minnesota

### Scope of Services

#### **Task 1: Project Management**

Our project manager will work closely with the City of Ramsey's project manager to ensure clear and consistent communication is occurring. Bolton & Menk will have ongoing communications with City staff throughout the project. Communications will also be ongoing with MnDOT.

#### **Task 2: Public and Agency Communication**

##### **Kickoff Meeting**

A kickoff meeting will be held with the City of Ramsey staff to relay information and to provide Bolton & Menk with the information we need to get an immediate start on this project.

##### **City Meetings**

Additional meetings will be held with the City of Ramsey staff. These meetings will discuss findings, issues, schedule, and needs to keep the project progressing.

##### **MnDOT Federal Aid Meetings**

Bolton & Menk and the City will meet with MnDOT Federal Aid to discuss the project. Bolton & Menk will hold two additional coordination meetings with MnDOT Federal Aid as we move through the Authorization process.

##### **Other Agency Meetings**

Meetings and communications will be held with other agencies such as the Lower Rum River Watershed Management Organization, MnDOT Right-of-Way and Permitting offices, and other agencies as appropriate through the design and authorization process.

#### **Task 3: Project Memorandum**

Task was completed previously. Plans and specifications will be prepared in substantial conformity to the Project Memorandum.

#### **Task 4: Geotechnical Engineering**

This task includes time to research soil surveys, previously completed geotechnical reports, and perform a field walk of the area to determine the potential for unsuitable soils in the area. Further exploration may be required but is not anticipated at this time.

#### **Task 5: Utility Coordination**

This task will primarily be completed during the surveying portion of the project. Additional coordination will occur through the project design phase if required.

## **Task 6: Data Collection (Preliminary Survey)**

This task includes gather enough information to allow for project design and preparation of permits. Sub-tasks include:

- Establish horizontal control and vertical control
- Request through Gopher State One Call that underground utility lines be marked and then survey those utilities that are marked
- Request utility maps through Gopher One Call
- Research property descriptions and MnDOT Highway Right-of-Way maps
- Perform a topographic survey of the project area. Includes cross-sections at 50-foot intervals along tangent sections and 25-foot intervals through curves
- Locate all observed improvements, including, but not limited to, existing roadways, significant trees (6-inch diameter or larger), tree-line edges, water bodies, mailboxes, power poles, driveways, garage floors, light poles, signs, right-of-way monuments, and rough locations of structures within 50 feet of the project
- Locate observed utility structures and markings for underground utility lines
- Prepare the survey data in an AutoCAD Civil 3D (2014 version) format

## **Task 7: Preliminary Design Layout**

This task will include preparation of a concept layout of the proposed improvements. All work associated with this task will be carried forward into Final Design.

## **Task 8: Final Design and Plan and Specification Preparation**

Bolton & Menk will complete the detailed design of the trail improvements consistent with City and MnDOT requirements, in accordance with Federal Aid standards, and all Federal and State laws, rules, and regulations. Generally, the plans will contain the following sheets:

- Title Sheet
- Legend
- Quantity Tabulations
- Alignment Tab
- Typical Sections and Construction Details
- Storm Water Pollution Prevention Plan
- Removals
- Plan & Profiles
- Cross Sections

Other sheets and sheet types may be required and will be included in the plan set if required for agency approvals or constructability.

Bolton & Menk will prepare specifications in accordance with Federal Aid requirements for the project. This includes downloading the most current versions of all required forms from the MnDOT website and incorporating them into the Project Manual.

## **Task 9: Federal Aid Approval Documents and Cost Estimates**

### **DCP Process**

Bolton & Menk will assist the City in obtaining Federal Authorization for the construction of the trail and related facilities following the Delegated Contract Project (DCP) process. To obtain Authorization, the following items need to be submitted and approved by MnDOT:

- DCP 01 – Request for Contracting Authority
- DCP 02 – Plan Submittal
- Right-of-Way Certificate 1A
- Engineer’s Estimate
- Plan Review Checklists State Aid and Federal Aid
- Lab Testing & Plant Inspection Services Request
- Utility Relocations Form

## **Task 10: Permits**

Bolton & Menk will identify and assist in preparing applications for permits needed for construction of this project. It is anticipated that permits may be required from the MPCA and Lower Rum River Watershed Management Organization. Also, a Limited Use Permit may be required for construction of the trail in MnDOT Right-of-Way.

## **Task 11: Plan Reviews and Updates**

Bolton & Menk will revise plans and specifications based on agency review comments.

## **Task 12: Bidding Phase Services**

### **Coordinate Solicitation of Bids**

We will work with the City of Ramsey to identify potential Bidders, prepare and submit Advertisements for Bid for the appropriate publications, contact potential Bidders and make them aware of the project and help facilitate the receipt of qualified Bids for the project.

### **Pre-Bid Conference**

We will facilitate a pre-bid conference for the project. As a portion of this task, we will create exhibit materials and present key project items to those present. We will also create meeting minutes and issue clarification notices to Plan Holders as appropriate.

### **Bidding Questions**

We will be available throughout the Bidding Phase of the project to answer questions from potential Bidders as they arise.

### **Addenda**

We will prepare Addenda for the project during the Bidding Phase, if required. This will include preparing revisions to plans and specifications to include with the Addenda.

### **Bid Opening and Bid Tab**

Bolton & Menk will attend and help facilitate the bid opening. We will tabulate the bids and prepare a letter of award recommendation to the City of Ramsey based on the results.

### **Review Bids and Bidders**

We will review the bids to verify accuracy and validity. We will look for unbalanced bids, bidder qualifications and other issues that may arise based on bids received.

### **Recommendation of Award**

Based on the findings of the Review of Bids, we will make a recommendation of award to the City of Ramsey.

## Task 13: Construction Staking, Administration, and Observation

### Construction Staking

Bolton & Menk will provide construction staking for the project. These services are anticipated to include the following:

- Construction limits to allow for establishment of initial erosion control measures
- Horizontal trail alignment
- Vertical control for establishing trail grades
- Additional staking as required to allow for construction of the trail

### Construction Administration

Bolton & Menk will provide Contract Administration services in a manner that assures the project is constructed in substantial compliance with the plans, specifications and special provisions. This includes providing interpretations of the plans, specifications, and contract provisions to the construction contractor.

We will conduct and manage regularly scheduled weekly construction meetings to help maintain a clear line a communication between all project stakeholders. The meetings will aid in understanding and monitoring of the project schedule. This will help avoid any project delays by notifying the construction contractor of foreseen issues and working with them to develop a plan to address the issues.

Bolton & Menk will maintain records of all construction materials and items as they are delivered to the site and subsequently installed in the project.

As part of any state and/or federally funded project, it is important to assure that the proper prevailing wages and benefits are being provided to the construction workers. We will work with the Department of Labor and Industry and the Office of Equal Employment Opportunities to inform the construction workers and monitor that they are being compensated in accordance with the contract scale of prevailing wages. Any discrepancies or issues will be passed on to the appropriate agency for dispute resolution.

Bolton & Menk will document all submittals, contract documents, labor compliance forms, communications and material testing reports. All submittals will be reviewed and approved prior to implementation on each phase of the project.

### Construction Observation

Bolton & Menk will provide the inspection services and a geotechnical consulting firm will provide the necessary material testing services on this project. All inspections will be completed in accordance with MnDOT standards to assure that construction activities are in substantial compliance with the plans, specifications, contract provisions, MnDOT Standard Specifications for Construction, FHWA guidelines, OSHA regulations, and all other applicable requirements.

All inspectors will be equipped with the appropriate supplies, transportation, materials and OSHA regulated safety equipment, which will vary depending on the daily construction activities.

Bolton & Menk will prepare daily and weekly diaries summarizing the weather, operations, and construction contractor's personnel and equipment onsite as well as any delays or issues encountered. If the construction schedule permits, our inspectors will attend all regularly scheduled construction meetings, otherwise they will meet with the Project Engineer prior to the meeting to communicate any concerns or issues that need to be discussed. The project construction inspectors will work with the Project Engineer to review signage, traffic control, and erosion and sediment control best management practices. As part of our daily tasks, we will check the site for perimeter erosion control, soil stabilization concerns, and periodically check the construction contractor's NPDES inspection diaries for conformance with the NPDES permit.

Our inspector will meet with the project engineer on a regular basis to prepare partial pay vouchers. They will work together on determining payment for materials on hand, assuring the proper material certifications have been received and that all required testing has been conducted prior to approval for payment.

During the construction process, our inspectors will document any construction plan modifications. Upon completion of construction, they will prepare the final documentation including but not limited to: preparation of as-built plans, final documentation of construction material pay items and material certifications.

### **Task 14: Closeout and Federal Audit**

This task includes final documentation in accordance with federal guidelines. All documentation will be printed and organized to allow for federal auditors to review compliance with all regulations and guidelines associated with a Federal Aid project.

If an audit occurs, we will work with the auditors to review all documentation and supplement any reasonable requests for additional documentation.

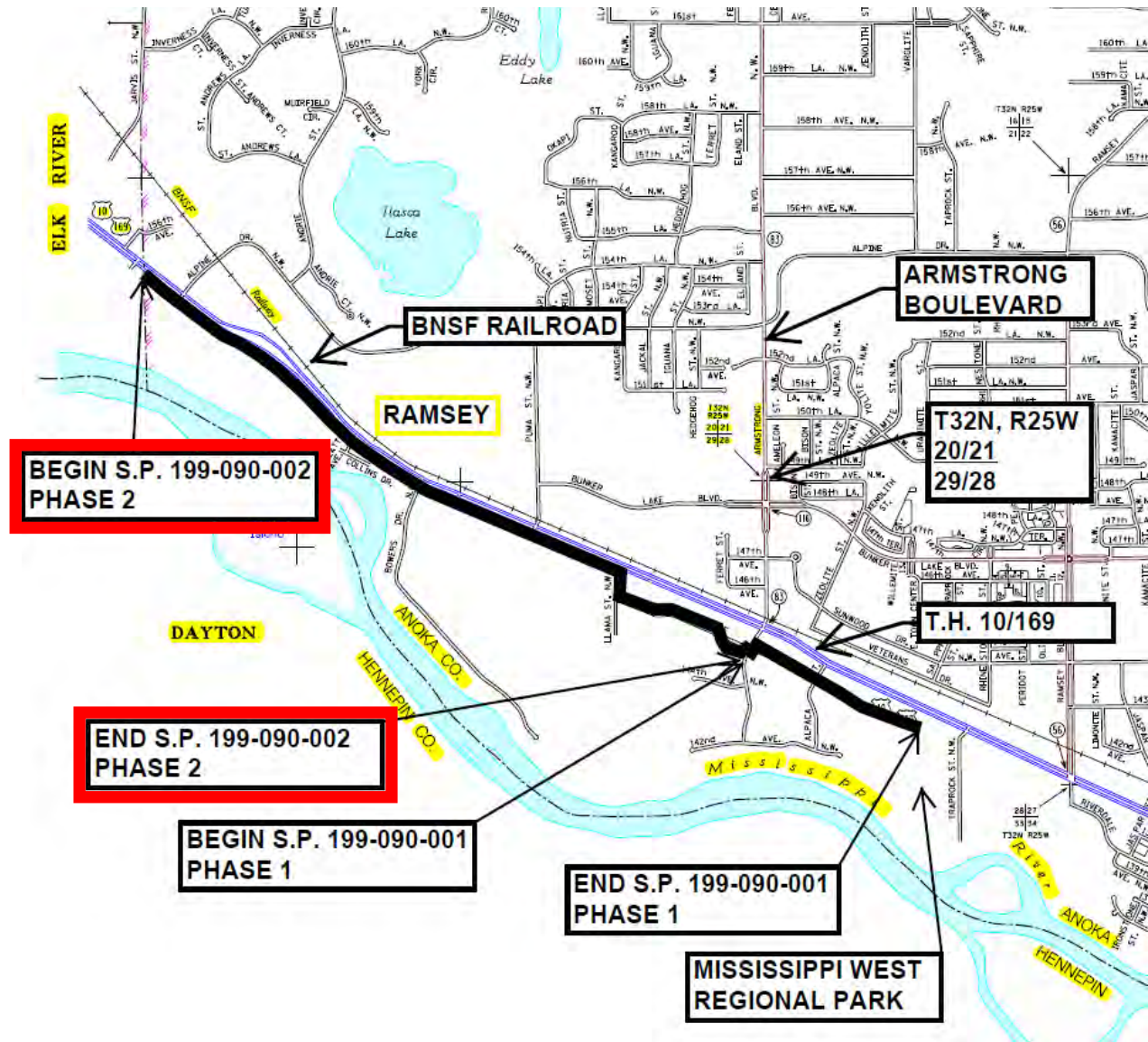
Bolton & Menk has aware that most recently constructed Federal Aid projects has been subjected to audits and we will assist the City in completing the audit.



## City of Ramsey 2016 Mississippi River Trail Split Project Budget Analysis

10/14/2015

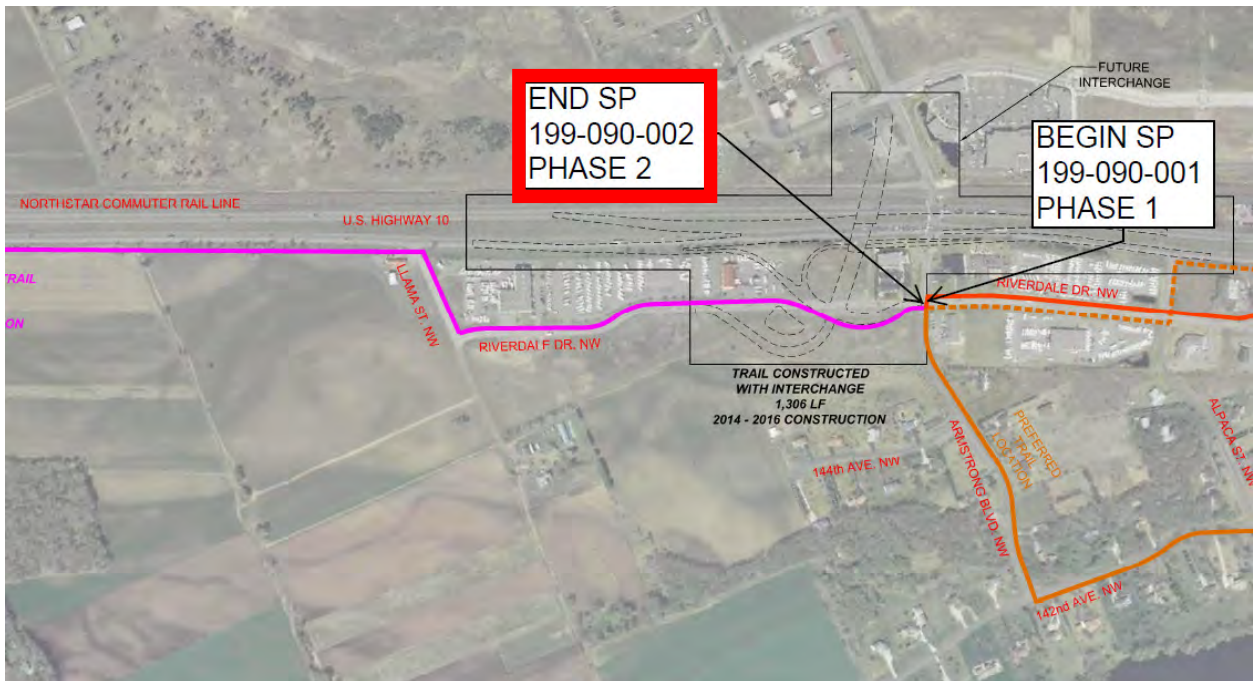
| Mississippi River Trail from Mississippi West Regional Park to 3/8 mile West of Daytonport Roadside Parking Area | Phase #1<br>2015 MRT      | Phase #2<br>2016 MRT |
|--|---------------------------|----------------------|
| Project Management   | \$2,808                   | <b>\$9,652</b>       |
| Public and Agency Communication  | \$3,063                   | <b>\$10,527</b>      |
| Project Memorandum (Completed with Phase #1)   | \$13,230                  | <b>\$0</b>           |
| Geotechnical Engineering   | \$0                       | <b>\$1,330</b>       |
| Utility Coordination   | \$0                       | <b>\$6,890</b>       |
| Data Collection (Preliminary Survey)   | \$0                       | <b>\$8,800</b>       |
| Preliminary Design Layout  | \$0                       | <b>\$9,690</b>       |
| Final Design and Plan and Specification Preparation  | \$16,153                  | <b>\$55,527</b>      |
| Federal Aid Approval Documents and Cost Estimates  | \$915                     | <b>\$3,145</b>       |
| Permits  | \$2,488                   | <b>\$8,552</b>       |
| Plan Reviews and Updates   | \$270                     | <b>\$930</b>         |
| Totals Through Federal Authorization   | \$38,927                  | <b>\$115,043</b>     |
| Bidding, Award, Federal Approval of Bidder   | \$5,600                   | <b>\$5,600</b>       |
| Construction Staking, Admin, Observation   | \$21,549                  | <b>\$118,451</b>     |
| Closeout, Federal Audit  | \$14,600                  | <b>\$14,600</b>      |
| <b>Total Engineering</b>   | <b>\$80,676</b>           | <b>\$253,694</b>     |
|  | Substantially<br>Complete |                      |



## PROJECT LOCATION MAP

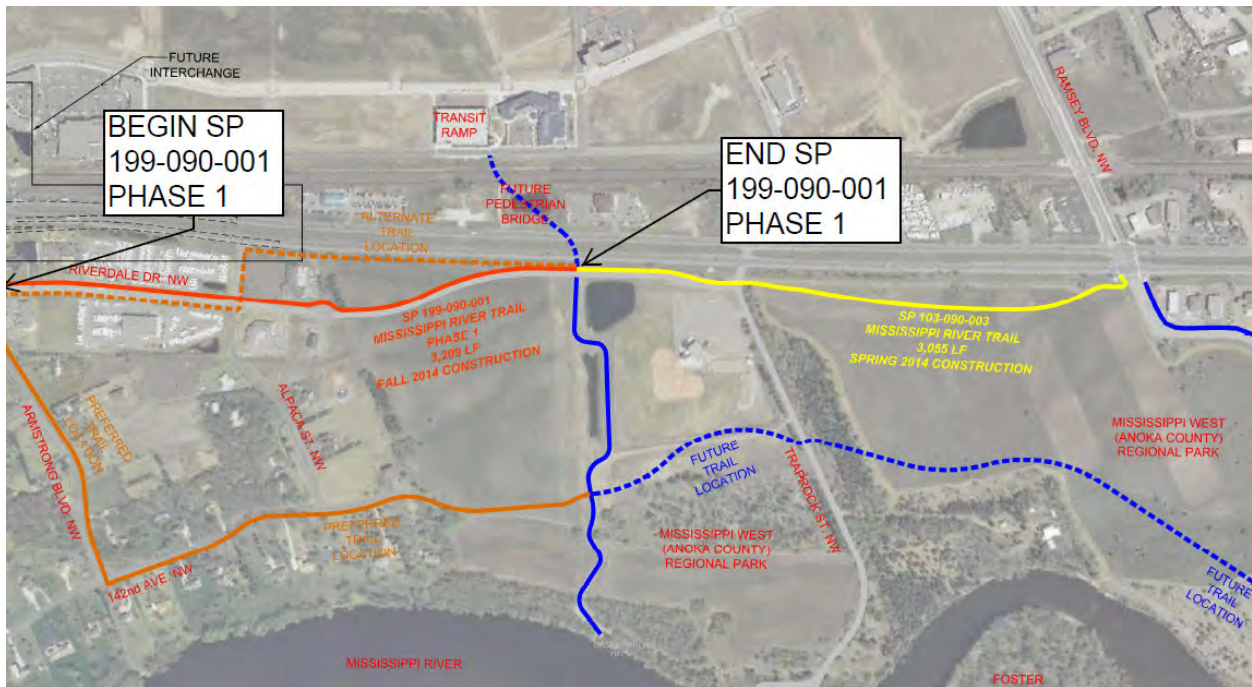


WESTERLY PORTION OF TRAIL



CENTRAL PORTION OF TRAIL

## DETAILED PROJECT LOCATION MAPS



## EASTERLY PORTION OF TRAIL

| LEGEND |                          |                          |
|--------|--------------------------|--------------------------|
|        | SP 103-090-003           | SPRING 2014 CONSTRUCTION |
|        | SP 199-090-001 (PHASE 1) | FALL 2014 CONSTRUCTION   |
|        | SP 199-090-002 (PHASE 2) | 2016 CONSTRUCTION        |
|        | FUTURE INTERCHANGE       | 2014 - 2016 CONSTRUCTION |
|        | PREFERRED TRAIL LOCATION | TE FUNDING SUBMITTAL     |
|        | ALTERNATE TRAIL LOCATION | TE FUNDING SUBMITTAL     |
|        | EXISTING TRAIL           |                          |
|        | FUTURE TRAIL             |                          |

## LEGEND FOR ABOVE MAPS

# DETAILED PROJECT LOCATION MAPS

A similar option was considered for the western portion of the alignment, bringing the trail closer to the Mississippi River. Potential impacts to flood zones, wetland areas, and forested areas made this a less desirable alternative than the preferred alignment.

## V. PROJECT COST, FUNDING & SCHEDULE

### SP 199-090-001 (Phase 1)

#### Estimate of Construction Cost:

Trail Related Costs: \$366,967

#### Anticipated Funding:

Type and amount of Federal and matching funds:

Federal (HSIP): \$251,880

City of Ramsey: \$115,087

This project is being amended into the 2014-2017 State Transportation Improvement Program (STIP).

Federal fiscal year 2016 (AC 2015), Sequence # TBD

Estimated cost shown in STIP: \$366,967

Federal funding shown in STIP: \$251,880

### SP 199-090-002 (Phase 2)

#### Estimate of Construction Cost:

Trail Related Costs: \$1,264,772

#### Anticipated Funding:

Type and amount of Federal and matching funds:

Federal (HSIP): \$868,120

City of Ramsey: \$396,652

This project is in the 2014-2017 State Transportation Improvement Program (STIP).

Federal fiscal year 2016, Sequence # 1837

Estimated cost shown in STIP: \$1,264,772

Federal funding shown in STIP: \$868,120

It is anticipated that a portion of this project will be constructed in advance of the federal funding being available (SP 199-090-001 - Phase 1); an Advance Construction Agreement will be requested from State Aid for Local Transportation. The portion of the trail to be constructed in advance of the federal funding becoming available is the eastern portion of the trail from just west of the Mississippi West Regional Park to Armstrong Boulevard. The portion of the project within the future Armstrong Boulevard Interchange area to the

Mn/DOT Wayside Rest Area/Daytonport Roadside Parking Area will be constructed subsequent to the federal funds being available.

### Anticipated Schedule

|   |               |
|---|---------------|
| Project Memorandum                                    | May, 2014     |
| Right-of-Way Acquisition                              | NA            |
| Advance Construction Plans, Specifications & Estimate | June, 2014    |
| Advance Construction Letting                          | August, 2014  |
| Construction  | Fall 2014     |
| Scheduled Year Plans, Specifications & Estimate       | January, 2016 |
| Scheduled Year Construction Letting                   | April, 2016   |
| Scheduled Year Construction                           | Summer 2016   |

## VI. SOCIAL, ECONOMIC AND ENVIRONMENTAL (SEE) IMPACTS

### Section 4(f) Of The Transportation Act Of 1966

There are no Section 4(f) lands or properties adjacent to this project, and the project will not use Section 4(f) lands or properties.

### Section 6(f) Of The Land And Water Conservation Fund Act Of 1965

The project will not impact Section 6(f) lands or properties.

### Section 106 Of The National Historic Preservation Act Of 1966

It has been determined that no historic properties eligible for or listed in the National Register of Historic Places will be affected by the project.

See attached letter from the Mn/DOT's Cultural Resources Unit (CRU).

### Endangered Species Act Of 1973

The project will have no effect on Federally-listed T&E species or critical habitat.

See attached letter from Mn/DOT's Office of Environmental Stewardship (OES) for Federally listed species.

### Right-Of-Way

The project will not require permanent right of way acquisition or temporary easements.

The project will require approximately 1 parcel secured by permit or agreement (Limited Use Permit from MnDOT).

The project will not require residential or business relocations.

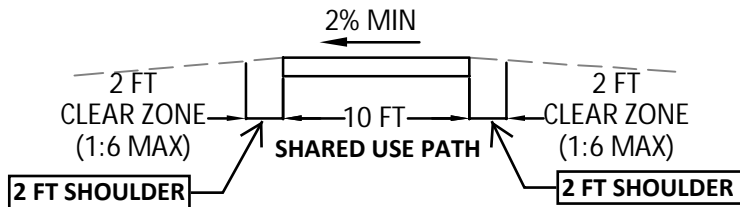
The project will not require changes in access.

### Hazardous Materials

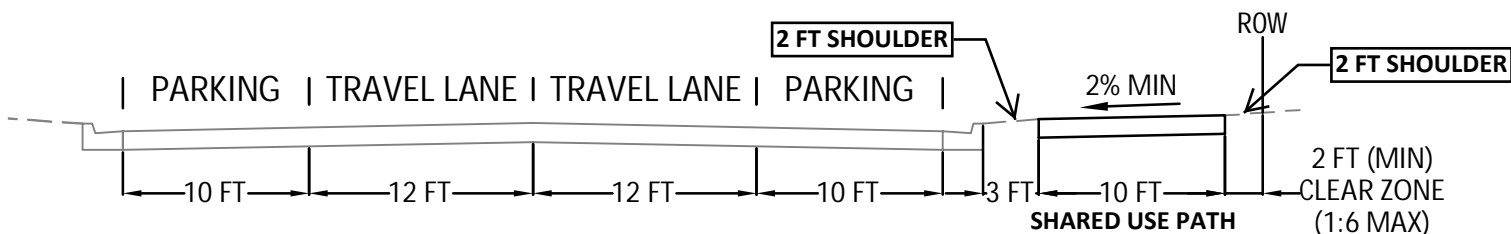
Potential for impacts from contaminated properties have been considered,

# TYPICAL SECTIONS

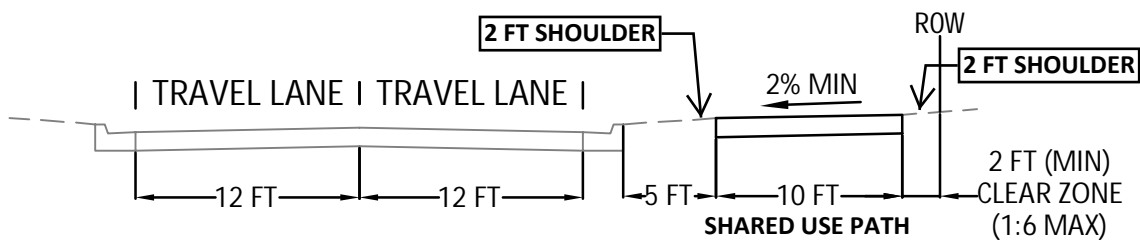
### SHARED USE PATH IN OPEN AREA



### SHARED USE PATH ADJACENT TO ROADWAY W/ PARKING



### SHARED USE PATH ADJACENT TO ROADWAY W/O PARKING



### EASTBOUND TH 10 / 169

