

**City of Ramsey**  
**Agenda**  
**Park and Recreation Commission**  
**Thursday, August 9, 2018**

**6:30 pm**

**The Draw, 7401 East Ramsey Parkway - located at the COR,  
East Ramsey Parkway and Rhinestone Street**

**In the event of inclement weather, meeting will be moved to City Hall.**

- 1. Call to Order**
- 2. Citizen Input**
- 3. Approve Agenda**
- 4. Approve Minutes**
  1. Approve Park and Recreation Commission Meeting Minutes
- 5. Commission Business**
  1. **Acknowledge Preliminary Cost Estimates for Municipal Plaza and The Waterfront**
  2. **Acknowledge Restaurant Incubator Feasibility Study—a Resilient Communities Project**
  3. **Schedule Ribbon Cutting Ceremony for the Trott Brook Boardwalk—September 13<sup>th</sup> 2018**
- 6. Commission/Staff Input**
  1. **Commission/Staff Input**
- 7. Adjournment**

**Park and Recreation Commission**

**4. 1.**

**Meeting Date:** 08/09/2018

**Submitted For:** Mark Riverblood, Engineering/Public Works

**By:** MaryJo Warner, Engineering/Public Works

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**Information**

**Title:**

Approve Park and Recreation Commission Meeting Minutes

**Purpose/Background:**

To review and approve the Park and Recreation Commission meeting minutes for July 12, 2018.

**Notification:**

**Observations/Alternatives:**

**Funding Source:**

n/a

**Recommendation:**

**Action:**

Motion to approve the Park and Recreation Commission meeting minutes for July 12, 2018.

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**Attachments**

Minutes

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**Form Review**

**Inbox**

Grant Riemer

Form Started By: MaryJo Warner

Final Approval Date: 08/03/2018

**Reviewed By**

MaryJo Warner

**Date**

08/03/2018 08:50 AM

Started On: 08/03/2018 08:42 AM

**PARK AND RECREATION COMMISSION  
CITY OF RAMSEY  
ANOKA COUNTY  
STATE OF MINNESOTA**

The Ramsey Park and Recreation Commission conducted a regular meeting on July 12, 2018, at Central Park, 7925 161st Avenue NW, in the Park Center Building.

Commission Members Present:      Chair Shane Bennett  
   Vice Chair Brandon Sis  
   Commissioner Andrew Andrusko  
   Commissioner Jennifer Leistico  
   Commissioner Jon Trappen

Commission Members Absent:      Commissioner Charles Tchuinkwa and  
   Commissioner Russell Bayer

Also Present:                              Parks & Assistant Public Works Superintendent Mark Riverblood

**1.      CALL TO ORDER**

Chair Bennett called the Park and Recreation Commission meeting to order at 6:50 p.m.

**2.      CITIZEN INPUT**

None.

**3.      APPROVE AGENDA**

Motion by Commissioner Sis, seconded by Commissioner Trappen to approve the Park and Recreation Commission meeting agenda as presented.

Motion carried. Voting Yes: Chair Bennett; Commissioners Sis, Trappen, Andrusko, Leistico. Voting No: None. Absent: Commissioner Tchuinkwa and Commissioner Bayer.

**4.      APPROVE MINUTES**

**4.01:    Approve Park and Recreation Commission Meeting Minutes**

Motion by Commissioner Leistico, seconded by Commissioner Andrusko, to approve the following Park and Recreation Commission Regular Meeting Minutes, as presented:

- 1) Park and Recreation Commission Regular Meeting Minutes dated April 12, 2018.

Motion carried. Voting Yes: Chair Bennett; Commissioners Leistico, Andrusko, Trappen, Sis. Voting No: None. Absent: Commissioner Tchuinkwa and Commissioner Bayer.

## **5. COMMISSION BUSINESS**

### **5.01: Approve Concept Plans for Municipal Plaza and The Waterfront**

Parks & Assistant Public Works Superintendent Riverblood presented the concept plans for Municipal Plaza and the Waterfront. In 2014, staff did a lot of work on what park spaces could look like in the COR. He reviewed the public involvement process. One unifying, almost unanimous thought was the idea of a splash pad. Thus, it is set up with a water-centric park, and the concept plans have ratified that concept. He pointed out the elongated shape for Municipal Plaza and compared it to the proposed nearby apartment building. The apartment building will be breaking ground this month, and the purchase agreement was contingent upon the City's commitment to build a park in the area. The apartment complex will house a lot of folks 55 and over. More than likely, a lot of grandparents will live here, so the park spaces will be heavily utilized by grandchildren visiting.

Parks & Assistant Public Works Superintendent Riverblood continued that Municipal Plaza has a couple defining themes; it is a contiguous programmable space, but there is a lot of park roaming capability. The parks are really the defining features of the COR. Wayfinding features are also significant in defining the quality of life in downtown. He pointed out several spaces in the Plaza. Vendors will be able to bring in refrigerated ice sheets for ice skating, which is also near where the tree lighting will happen. Along Centre Street, parallel parking on both sides will probably be built. All or part of Centre Street can be closed off for large events, to be used for programmable space. Solar panels will be incorporated as well, for bicycle stations, laptop stations, et cetera. The hardscape will be pervious, so storm water will enter. There will be great locations for a potential brew pub or a wine bar. Alongside the apartment, he envisions a series of stone walls that are seat walls for both the park users as well as the apartment residents.

In response to a question by Chair Bennett, he also pointed out the stormwater plans, noting it is intended to be smart and sustainable in design. There are drinking water protection zones in the COR, so the City cannot allow in many areas infiltration. The stormwater has to be captured and brought to a different pond for reuse. The storm pond in the waterfront will be clay-lined so as not to allow that connection to the ground water. He also presented unique outdoor hearth setups. From the very beginning, Fire and Ice has been a theme of the COR. These propane hearths can make a chilly evening very enjoyable as people gather around.

Commissioner Trappe asked how the hearths work.

Parks & Assistant Public Works Superintendent Riverblood explained there may be a motion-detector system that triggers the hearths, though there may be other new technologies available in the next couple of years. He also is envisioning movable furniture. If someone is sharing a hearth and need more chairs, they can easily be moved. These hearths will really make the park space a fun gathering spot in all seasons.

Chair Bennett asked about the vision for the lighting along the hearths, along the street, and within the park. He also asked about restroom access.

Parks & Assistant Public Works Superintendent Riverblood responded that some of that detail has not been decided yet. There will be sidewalks on both sides. The City Code has curfews, but that will need to be fixed for this space, in his opinion. The parks in the COR need to be open 24 hours a day. Not everyone works 9-5pm, and folks need to be able to get out later in the evening or early mornings to exercise or walk the dog in the park. That said, the parks also need to be safe and secure in them. This is a key point that needs to be considered.

Parks & Assistant Public Works Superintendent Riverblood returned to the issue of stormwater management. He noted the theme with the waterfront is glacial history. The pond will be a lined pond, and he pointed out several municipal water wells. It will be important not to have surface water getting into the drinking water. When planning this, the glacial history and the formation of this area were considered. The landscape is a result of the sand plane and rocks in the Mississippi are a direct result of the outwash of glaciation. Those realities are a thing to subtly bring forward in terms of the parks landscape and interpret it through landscape. And this pond, in the middle of downtown, starts to make sense as a kettle lake. Kettle lakes were formed with glaciers moved across the landscapes.

Commissioner Leistico asked about interpretive signs for the purpose of education.

Parks & Assistant Public Works Superintendent Riverblood responded that on one hand, he likes not explaining everything for park users. There can be interpretive elements and also information on the City's website. It could also be a discovery for people visiting the parks. He pointed out that he remains concerned about the water quality in the park because of the storm pond. He also pointed out the concept of the two boardwalks. He pointed out the park concession area and pavilion with restrooms. He also highlighted a traditional splash pad and the wading area which can be used by kids of all ages. Someone in a wheelchair could use the wading area. There will also be cabana-type structures, which may be rentable. The concession area will have seasonal staff and lunches and evening dinner options in the park. An RFP may be issued such that a concessionaire runs the whole thing, with the stipulation that they are open during the weekends 11-1pm to cater to the business crowd and open on the weekend. The vendor could keep all the profit, as long as price points are approved.

Parks & Assistant Public Works Superintendent Riverblood also pointed out that underneath the boardwalk/bridge is a 4-bay. The splash pad can spill out so that the quality water runs into the 4-bay. He pointed out an area for paddleboat, kayak, and canoe rentals. A climber play structure will be included, with probably the resilient flooring underneath that is very cushioned. He noted that many apartment buildings are including play structures, so not a lot will be needed in the COR.

In response to a comment by Chair Bennett, Parks & Assistant Public Works Superintendent Riverblood explained that as the COR expands, the City will need to be more creative in responding to programming by having people working in the evenings to unlock restrooms. Thus, City Hall may be open more in the evenings, until 9:00 pm.

Chair Bennett asked whether both spaces will be built out simultaneously.

Parks & Assistant Public Works Superintendent Riverblood responded he had hoped to have cost estimates tonight. Earlier costs show The Waterfont costs as \$6 million and the Municipal Plaza at \$3 million, and those figures are probably greater now. The Park system plan needs to be completed, to show what an equitable distribution amongst the parks and trails throughout the City community-wide. If things are done with value City-wide, like the splash pad and the restaurant pavilion, it makes a lot of sense. Things will be done incrementally. It will be interesting to think that these parks are catalysts for development.

Chair Bennett asked whether the agreement with the adjacent apartment developer calls for a specific timeline.

Parks & Assistant Public Works Superintendent Riverblood responded there was no agreed-upon timeline, as the concept plan was not even developed yet. He added he would like approval of the initial concept plan tonight, as well as a motion to authorize up to \$5,000 of the contingency to, in part, develop a promotional magazine that describes to the public and developers what these park spaces will look like and will function like. It will be a marketing piece.

Commissioner Andrusko asked about funding options.

Parks & Assistant Public Works Superintendent Riverblood responded there are elements of the concept plan that are perfect for funding by the Livable Communities monies by the Met Council. There are also sustainable design elements, and bundling that up as a demonstration project causes means several hundred thousand dollars may be available in grant money. That is another reason to develop nice promotional materials to tell that story.

Motion by Commissioner Trappen, seconded by Commissioner Andrusko to approve the Concept Plans of the Municipal Plaza and The Waterfront.

Motion carried. Voting Yes: Chair Bennett; Commissioners Trappen, Andrusko, Leistico, Sis. Voting No: None. Absent: Commissioner Tchuinkwa and Commissioner Bayer.

Motion by Commissioner Trappen, seconded by Commissioner Sis to authorize the use of up to \$5,000 for promotional and marketing materials for Municipal Plaza and The Waterfront.

Motion carried. Voting Yes: Chair Bennett; Commissioners Trappen, Sis, Andrusko, Leistico. Voting No: None. Absent: Commissioner Tchuinkwa and Commissioner Bayer.

## **6. COMMISSION/STAFF INPUT**

Parks & Assistant Public Works Superintendent Riverblood provided no updates.

Chair Bennett noted he volunteers regularly as a coach for Anoka-Ramsey Athletic Association. The Association has struggled to find volunteers, and they are looking for great people who care

about the kids, the program and the community. He encouraged people to look at the website for available openings.

## **7. ADJOURNMENT**

Motion by Commissioner Leistico, seconded by Commissioner Sis, to adjourn the meeting.

Motion carried. Voting Yes: Chair Bennett; Commissioners Leistico, Sis, Andrusko, Trappen.  
Voting No: None. Absent: Commissioner Tchuinkwa and Commissioner Bayer.

The Park and Recreation Commission meeting adjourned at 8:01 p.m.

Respectfully submitted,

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Mark Riverblood  
Parks & Assistant Public Works Superintendent

Drafted by Allison Burr  
*TimeSaver off Site Secretarial, Inc.*

Meeting Date: 08/09/2018

By: Mark Riverblood, Engineering/Public Works

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**Information**

**Title:**

**Acknowledge Preliminary Cost Estimates for Municipal Plaza and The Waterfront**

**Purpose/Background:**

The purpose of this case is to acknowledge the preliminary cost estimates for Municipal Plaza and The Waterfront. At the July regular Park and Recreation Commission meeting, the Commission approved the refined concept plans for the two parks.

These cost estimates will be used to update Capital Improvement Plan, and evaluate the feasibility of phased development of the parks as well.

**Notification:**

**Observations/Alternatives:**

In 2014 the earlier concept plans were developed with rough cost estimates based upon square footage of the two parks' anticipated development intensity. In the last 4+ years (and with a booming construction economy), a 20% increase in the earlier constructed cost estimates would seem reasonable to account for inflation—and these estimates do match up, and are shown below:

Municipal Plaza, 2014 est. \$3,510,000 20% inflationary est. \$4,212,000

**Municipal Plaza 2018 est. \$4,125,600**

The Waterfront, 2014 est. \$6,224,040 20% inflationary est. \$7,468,848

**The Waterfront 2018 est \$8,676,700**

It may be important to note that these preliminary numbers include design fees, testing and an approximate 8% contingency—additionally, the consistency supports that these are realistic, likely costs of construction.

**Funding Source:**

No funding is authorized or recommended as part of this case.

**Recommendation:**

**Action:**

No Action required—informational only.

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**Attachments**

Municipal Plaza Key

Waterfront Key

Preliminary cost estimates

framework for parks in The COR

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## Form Review

**Inbox**

Grant Riemer

Form Started By: Mark Riverblood

Final Approval Date: 08/02/2018

**Reviewed By**

Grant Riemer

**Date**

08/02/2018 03:30 PM

Started On: 08/02/2018 11:20 AM

RAMSEY PARKWAY

NORTH PLAZA  
SOUTH PLAZA

- FOUNTAIN
- SOD
- GARDEN
- NATIVE MIX
- PAVERS
- BITUMINOUS





- FOUNTAIN
- SOD
- GARDEN
- NATIVE MIX
- BOARDWALK/DOCK
- BITUMINOUS
- PERGOLA

OUTER PARK  
MAIN PARK



# Probable Construction Costs

## Municipal Plaza - North

DIVISION	DESCRIPTION	TOTAL ESTIMATED QUANTITY	UNITS	UNIT COST	TOTAL COST
<b>GENERAL REQUIREMENTS</b>					
	MOBILIZATION (3%)	1	LUMP	\$ 27,900.00	\$ 27,900
<b>EARTHWORK</b>					
	COMMON EXCAVATION	2 281	CU YD	\$ 20.00	\$ 45,626
	SLOPE PROTECTION	507	SQ YD	\$ 8.50	\$ 4,309
	SELECT GRANULAR BORROW AND ROUGH GRADING	2 281	CU YD	\$ 25.00	\$ 57,032
	TOPSOIL BORROW AND ARCHITECTURAL GRADING	50	CU YD	\$ 30.00	\$ 1,500
<b>CONCRETE WALKS AND STREET</b>					
	CURB AND GUTTER	830	LF	\$ 18.00	\$ 14,940
	DETECTABLE CURB RAMPS	4	EA	\$ 1,500.00	\$ 6,000
	4" CONCRETE WALK	14 925	SF	\$ 6.00	\$ 89,550
	BITUMINOUS TRAILS		LF	\$ 4.00	\$ -
	PERVIOUS PAVERS (INCL BASE)	2 050	SF	\$ 30.00	\$ 61,500
	BITUMINOUS WEAR COURSE (2")	285	TON	\$ 100.00	\$ 28,507
	BITUMINOUS NON-WEAR COURSE (2")	285	TON	\$ 90.00	\$ 25,657
	AGGREGATE BASE	728	CY	\$ 22.00	\$ 16,005
<b>FOUNTAINS</b>					
<b>ARCHITECTURE</b>					
<b>STAIRS AND WALLS</b>					
<b>FENCE/SCREEN</b>					
	DECORATIVE FENCE	400	LF	\$ 100.00	\$ 40,000
<b>FURNISHING</b>					
	KIOSK (ARTFUL STRUCTURE, PARK SIGN AND INTERPRETIVE SIGN )	1	EA	\$ 15,000.00	\$ 15,000
	RECEPTACLES	4	EA	\$ 1,500.00	\$ 6,000
	BENCHES	4	EA	\$ 2,500.00	\$ 10,000
	BIKE RACKS	2	EA	\$ 1,500.00	\$ 3,000
	FIRE TABLE	2	EA	\$ 3,000.00	\$ 6,000
	DRINKING FOUNTAIN	1	EA	\$ 5,000.00	\$ 5,000
	PICNIC TABLES	5	EA	\$ 3,000.00	\$ 15,000
	PLAY EQUIPMENT?		EA	\$ 50,000.00	\$ -
	TREE GRATE	1	EA	\$ 1,200.00	\$ 1,200
<b>LIGHTING</b>					
	PEDESTRIAN POLE LIGHTS	31	EA	\$ 1,800.00	\$ 55,800
<b>STORMWATER RE-USE AND TREATMENT</b>					
	COLLECTION, CLEAN AND REUSE	0.9	ACRE	\$ 230,000.00	\$ 195,500
<b>GENERAL PLANTING</b>					
	TREES	35	EA	500.00	17,500.00
	SM TREES	31	EA	400.00	12,400.00
	PLANTING SOIL	730	CY	30.00	21,900.00
	PERENNIALS/SHRUBS	2700	SF	8.00	21,600.00
	NATIVE SEEDING W/ PLUGS	0.3	ACRE	5000.00	1,500.00
	SOD	650	SY	8.00	5,200.00
	IRRIGATION	19700	SF	1.00	19,700.00
	ALUMINUM EDGING	1200	LF	8.00	9,600.00
	MULCH W FABRIC	300	SY	10.00	3,000.00
<b>UTILITIES</b>					
	STORM, WATER, POWER	1	LUMP	\$50,000.00	\$ 50,000

**ESTIMATED CONSTRUCTION COSTS** \$ 1,095,826  
 10% DESIGN CONTINGENCY 10% \$ 109,600  
**ESTIMATED CONSTRUCTION COSTS** \$ 1,205,426



# Probable Construction Costs

## Municipal Plaza - South

DIVISION	DESCRIPTION	TOTAL ESTIMATED QUANTITY	UNITS	UNIT COST	TOTAL COST
<b>GENERAL REQUIREMENTS</b>					<b>\$ 48,000</b>
	MOBILIZATION (3%)	1	LUMP	\$ 48,000.00	\$ 48,000
<b>EARTHWORK</b>					<b>\$ 53,714</b>
	COMMON EXCAVATION	959	CU YD	\$ 20.00	\$ 19,187
	SLOPE PROTECTION	213	SQ YD	\$ 8.50	\$ 1,812
	SELECT GRANULAR BORROW AND ROUGH GRADING	959	CU YD	\$ 25.00	\$ 23,983
	TOPSOIL BORROW AND ARCHITECTURAL GRADING	291	CU YD	\$ 30.00	\$ 8,732
<b>CONCRETE WALKS AND STREET</b>					<b>\$ 223,853</b>
	CURB AND GUTTER		LF	\$ 18.00	\$ -
	DETECTABLE CURB RAMPS		EA	\$ 1,500.00	\$ -
	4" CONCRETE WALK	23 200	SF	\$ 6.00	\$ 139,200
	BITUMINOUS TRAILS		LF	\$ 4.00	\$ -
	PERVIOUS PAVERS (INCL BASE)	2 470	SF	\$ 30.00	\$ 74,100
	BITUMINOUS WEAR COURSE (2")		TON	\$ 100.00	\$ -
	BITUMINOUS NON-WEAR COURSE (2")		TON	\$ 90.00	\$ -
	AGGREGATE BASE	480	CY	\$ 22.00	\$ 10,553
<b>FOUNTAINS</b>					<b>\$ 310,000</b>
	RIBBON	1	LUMP	\$ 60,000.00	\$ 60,000
	STEPS (INCLUDES CONCRETE STEPS, MECHANICAL, FINISHES)	1	LUMP	\$ 250,000.00	\$ 250,000
<b>ARCHITECTURE</b>					
	?		SF		\$ -
<b>STAIRS AND WALLS</b>					<b>\$ 225,630</b>
	6" RISERS	232	SF	\$ 90.00	\$ 20,880
	12" H SEAT WALLS (+18" buried)	1 353	LF	\$ 150.00	\$ 202,950
	RAILINGS	24	LF	\$ 75.00	\$ 1,800
<b>FENCE/SCREEN</b>					<b>\$ 30,000</b>
	DECORATIVE FENCE	300	LF	\$ 100.00	\$ 30,000
<b>FURNISHING</b>					<b>\$ 71,100</b>
	KIOSK (ARTFUL STRUCTURE, PARK SIGN AND INTERPRETIVE SIGN )	1	EA	\$ 15,000.00	\$ 15,000
	RECEPTACLES	6	EA	\$ 1,500.00	\$ 9,000
	BENCHES	6	EA	\$ 2,500.00	\$ 15,000
	BIKE RACKS	1	EA	\$ 1,500.00	\$ 1,500
	FIRE TABLE	4	EA	\$ 3,000.00	\$ 12,000
	DRINKING FOUNTAIN		EA	\$ 5,000.00	\$ -
	PICNIC TABLES	1	EA	\$ 3,000.00	\$ 3,000
	TREE GRATE	13	EA	\$ 1,200.00	\$ 15,600
	PLAY EQUIPMENT?		EA	\$ 50,000.00	\$ -
<b>LIGHTING</b>					<b>\$ 68,400</b>
	PEDESTRIAN POLE LIGHTS	38	EA	\$ 1,800.00	\$ 68,400
<b>STORMWATER RE-USE AND TREATMENT</b>					<b>\$ 299,000</b>
	COLLECTION, CLEAN AND REUSE	1.3	ACRE	\$ 230,000.00	\$ 299,000
<b>GENERAL PLANTING</b>					<b>\$ 265,128</b>
	TREES	33	EA	500.00	16,500.00
	SM TREES	27	EA	400.00	10,800.00
	PLANTING SOIL	1200	CY	30.00	36,000.00
	PERENNIALS/SHRUBS	15485	SF	8.00	123,880.00
	NATIVE SEEDING W/ PLUGS	0	ACRE	5000.00	-
	SOD	2266	SY	8.00	18,128.00
	IRRIGATION	32700	SF	1.00	32,700.00
	ALUMINUM EDGING	1240	LF	8.00	9,920.00
	MULCH W FABRIC	1720	SY	10.00	17,200.00
<b>UTILITIES</b>					
	STORM, WATER, POWER	1	LUMP	\$50,000.00	\$ 50,000

ESTIMATED CONSTRUCTION COSTS \$ 1,644,824  
 10% DESIGN CONTINGENCY 10% \$ 164,500  
ESTIMATED CONSTRUCTION COSTS \$ 1,809,324



# Probable Construction Costs

## Waterfront Park - Main Area

DIVISION	DESCRIPTION	TOTAL ESTIMATED QUANTITY	UNITS	UNIT COST	TOTAL COST
<b>GENERAL REQUIREMENTS</b>					
	MOBILIZATION (3%)	1	LUMP	\$ 123,000.00	\$ 123,000
<b>EARTHWORK</b>					
	COMMON EXCAVATION	2 497	CU YD	\$ 20.00	\$ 49,932
	SLOPE PROTECTION	555	SQ YD	\$ 8.50	\$ 4,715
	SELECT GRANULAR BORROW AND ROUGH GRADING	2 497	CU YD	\$ 25.00	\$ 62,415
	TOPSOIL BORROW AND ARCHITECTURAL GRADING	98.148 148	CU YD	\$ 30.00	\$ 2,944
<b>CONCRETE WALKS AND STREET</b>					
	CURB AND GUTTER	325	LF	\$ 18.00	\$ 5,850
	DETECTABLE CURB RAMPS	6	EA	\$ 1,500.00	\$ 9,000
	4" CONCRETE WALK	51 055	SF	\$ 6.00	\$ 306,330
	BITUMINOUS TRAILS	400	LF	\$ 4.00	\$ 1,600
	PERVIOUS PAVERS (INCL BASE)	1	SF	\$ 30.00	\$ 30
	BITUMINOUS WEAR COURSE (2")	78	TON	\$ 100.00	\$ 7,764
	BITUMINOUS NON-WEAR COURSE (2")	78	TON	\$ 90.00	\$ 6,987
	AGGREGATE BASE	1058	CY	\$ 22.00	\$ 23,276
<b>FOUNTAINS</b>					
	RIBBON FOUNTAIN	1	LUMP	\$ 60,000.00	\$ 60,000
	WADING POOL	1	LUMP	\$ 100,000.00	\$ 100,000
	SPLASH PAD	1	LUMP	\$ 125,000.00	\$ 125,000
<b>ARCHITECTURE</b>					
	CONCESSION PAVILION (\$300 - 375/SF)	4 200	SF	\$ 375.00	\$ 1,575,000
	PERGOLA	6 800	SF	\$ 190.00	\$ 1,292,000
<b>STAIRS AND WALLS</b>					
	RAILINGS	100	LF	\$ 75.00	\$ 7,500
<b>FENCE/SCREEN</b>					
					\$ -
<b>FURNISHING</b>					
	KIOSK (ARTFUL STRUCTURE, PARK SIGN AND INTERPRETIVE SIGN )	1	EA	\$ 15,000.00	\$ 15,000
	RECEPTACLES	8	EA	\$ 1,500.00	\$ 12,000
	BENCHES	10	EA	\$ 2,500.00	\$ 25,000
	BIKE RACKS	2	EA	\$ 1,500.00	\$ 3,000
	FIRE TABLE	1	EA	\$ 3,000.00	\$ 3,000
	DRINKING FOUNTAIN	1	EA	\$ 5,000.00	\$ 5,000
	PICNIC TABLES	5	EA	\$ 3,000.00	\$ 15,000
	PLAY EQUIPMENT	1	EA	\$ 50,000.00	\$ 50,000
<b>LIGHTING</b>					
	PEDESTRIAN POLE LIGHTS	88	EA	\$ 1,800.00	\$ 158,400
<b>STORMWATER RE-USE AND TREATMENT</b>					
					\$ -
<b>GENERAL PLANTING</b>					
	TREES	40	EA	500.00	20,000.00
	SM TREES	25	EA	400.00	10,000.00
	PLANTING SOIL	2150	CY	30.00	64,500.00
	PERENNIALS/SHRUBS	5300	SF	8.00	42,400.00
	NATIVE SEEDING W/ PLUGS	1	ACRE	5000.00	4,200.00
	SOD	15900	SY	8.00	127,200.00
	IRRIGATION	57953	SF	1.00	57,953.00
	ALUMINUM EDGING	0	LF	8.00	-
	MULCH W FABRIC	580	SY	10.00	5,800.00
<b>UTILITIES</b>					
	STORM, WATER, POWER	1	LUMP	\$50,000.00	\$ 50,000

ESTIMATED CONSTRUCTION COSTS \$ 4,431,797

10% DESIGN CONTINGENCY 10% \$ 443,200

ESTIMATED CONSTRUCTION COSTS \$ 4,874,997



# Probable Construction Costs

## Waterfront Park - Outer Area

DIVISION	DESCRIPTION	TOTAL ESTIMATED QUANTITY	UNITS	UNIT COST	TOTAL COST
<b>GENERAL REQUIREMENTS</b>					
	MOBILIZATION (3%)	1	LUMP	\$ 33,000.00	\$ 33,000
<b>EARTHWORK</b>					
	COMMON EXCAVATION	3 255	CU YD	\$ 20.00	\$ 65,102
	SLOPE PROTECTION	723	SQ YD	\$ 8.50	\$ 6,148
	SELECT GRANULAR BORROW AND ROUGH GRADING	3 255	CU YD	\$ 25.00	\$ 81,378
	TOPSOIL BORROW AND ARCHITECTURAL GRADING	160.185 185	CU YD	\$ 30.00	\$ 4,806
<b>CONCRETE WALKS AND STREET</b>					
	DETECTABLE CURB RAMPS	9	EA	\$ 1,500.00	\$ 13,500
	4" CONCRETE WALK	15 200	SF	\$ 6.00	\$ 91,200
	BITUMINOUS TRAILS	4 543	LF	\$ 4.00	\$ 18,172
	AGGREGATE BASE	955	CY	\$ 22.00	\$ 20,999
	BOARDWALKS/DOCK	1340	LF	\$ 70.00	\$ 93,800
<b>FOUNTAINS</b>					
<b>ARCHITECTURE</b>					
<b>STAIRS AND WALLS</b>					
<b>FENCE/SCREEN</b>					
<b>FURNISHING</b>					
	KIOSK (ARTFUL STRUCTURE, PARK SIGN AND INTERPRETIVE SIGN )	2	EA	\$ 15,000.00	\$ 30,000
	RECEPTACLES	8	EA	\$ 1,500.00	\$ 12,000
	BENCHES	12	EA	\$ 2,500.00	\$ 30,000
	BIKE RACKS	4	EA	\$ 1,500.00	\$ 6,000
	DRINKING FOUNTAIN	1	EA	\$ 5,000.00	\$ 5,000
	PICNIC TABLES	10	EA	\$ 3,000.00	\$ 30,000
	PLAY EQUIPMENT		EA	\$ 50,000.00	\$ -
<b>LIGHTING</b>					
	PEDESTRIAN POLE LIGHTS	120	EA	\$ 1,800.00	\$ 216,000
<b>STORMWATER RE-USE AND TREATMENT</b>					
<b>GENERAL PLANTING</b>					
	TREES	100	EA	500.00	50,000.00
	SM TREES	0	EA	400.00	-
	PLANTING SOIL	5333	CY	30.00	159,990.00
	PERENNIALS/SHRUBS	8650	SF	8.00	69,200.00
	NATIVE SEEDING W/ PLUGS	1.7	ACRE	5000.00	8,500.00
	KAME & DRUMLIN AREA NATIVE SEEDING W/ PLUGS	0.7	ACRE	5000.00	3,500.00
	KAME & DRUMLIN SOD	6350.0	SY	8.00	50,800.00
	SOD	1265	SY	8.00	10,120.00
	IRRIGATION	86351	SF	1.00	86,351.00
	ALUMINUM EDGING	0	LF	8.00	-
	MULCH W FABRIC	8650	SY	10.00	86,500.00
<b>UTILITIES</b>					
	STORM, WATER, POWER	1	LUMP	\$50,000.00	\$ 50,000

ESTIMATED CONSTRUCTION COSTS \$ 1,332,066

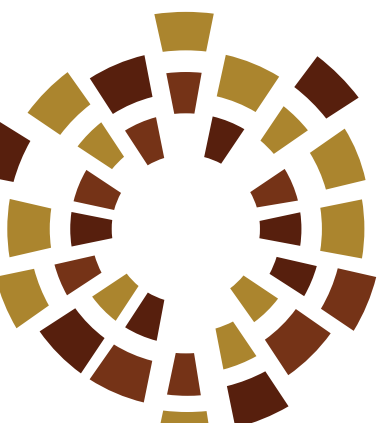
10% DESIGN CONTINGENCY 10% \$ 133,300

ESTIMATED CONSTRUCTION COSTS \$ 1,465,366





*The COR Public Realm Framework*



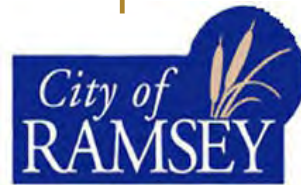
# The COR Parks + Public Places City of Ramsey, Minnesota

Public Realm Framework + Cost Evaluation  
December 2015



Lake Ramsey Commons Rendering (Satoko Muratake, 2016)

Prepared For



Prepared By

*BRUCE JACOBSON*  
LANDSCAPE ARCHITECT



PERFORMANCE  
DRIVEN DESIGN.

# History & Context

In the late 1990's, following a citizen-led referendum calling on the City of Ramsey to develop a 'town center', Ramsey has forwarded an innovative vision for a new downtown district (The COR, an acronym for City of Ramsey), defined through a sequence of adopted plans that have led to a variety of successful development projects in all categories including; housing, school, medical, office, municipal, commercial and the focus of this study, new additions to the city park and trail system—within and connecting to The COR.

*(Excerpts from the 'Mississippi Skyway Preliminary Engineering Report' – SRF et al. 2014)*

*"The City of Ramsey, with the Metropolitan Council, has envisioned a multi-modal town center, with access via commuter rail, car, bicycle, and on foot. The 'COR' development is a planned 400 acre mixed-use and transit-oriented development site that includes a mix of residential housing choices for people of all incomes.*

*Establishing parks and creating quality recreational and open space opportunities remains a high priority for the City. The CITY OF RAMSEY 2030 COMPREHENSIVE PLAN UPDATE identifies the need to "Create vehicular and non-vehicular linkages to neighboring communities and between city neighborhoods, trails, recreation, work and shopping" as a component of their future planning checklist.*

*The Mississippi Skyway pedestrian bridge will provide a critical direct pedestrian and bicycle connection between the City of Ramsey's pedestrian-oriented 'COR' development, the Ramsey Northstar Station, Ramsey Park & Ride and the resources associated with the Mississippi River and attendant regional amenities. Currently, Trunk Highway 10 (TH 10) and the parallel BNSF Railway Company*



Ramsey Town Center Master Plan (CLOSE, 2001)



Proposed Mississippi Skyway (SRF, 2014)



Development Plan 6.0 (Landform 2012)

*and Metro Transit Northstar Commuter Rail railroad corridor are barriers to safe pedestrian and bicycle access between The COR and the river.*

*At its heart, the Mississippi Skyway project is about overcoming boundaries to safe bicycle and pedestrian circulation while expanding and enhancing multi-modal transportation, economic development and recreational options to promote a livable, vibrant region and community."*

More recently, The City of Ramsey invited a team of consultants to work with City Department Leadership to set baseline assumptions that would help inform ongoing decisions related to future park and trail projects within The COR. This process outlined expected uses, facilities and features (a very basic design program), that was translated into a preliminary estimate of potential construction costs for each of the primary COR area components. Study conclusions included a summary of possible 'Scenarios + Strategies' available to support project funding and implementation.

# Public Realm Framework



COR Public Realm Framework Plan (Jacobson/LHB 2015)

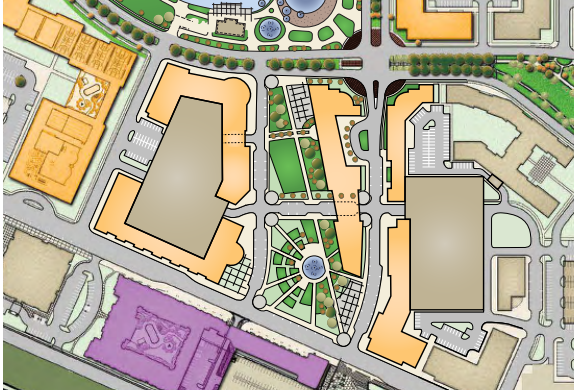
The Public Realm is what gives cities, districts and neighborhoods their identity - their unique sense of PLACE. Typically the public realm includes streets, parks, plazas, trails and other amenities, oftentimes integrating both public and private property. For the City of Ramsey, it is this network of connected spaces (illustrated in the Public Realm Framework Diagram above), that sets the stage for further development, defines the qualities and character (the Brand), and also promotes The COR as a vibrant, dynamic, must-experience local and regional destination.

The COR is designed to put the pedestrian first, by creating a safe and completely walkable environment. Active uses along the street reinforce its vitality, as does traffic-calming measures and accommodations for bicycles. Pedestrian through-block pathways connect destinations, providing equally inviting alternatives to the more traditional sidewalks along the street.

With increasing demand for efficient and innovative design, the public realm is frequently both a working landscape as well as a beautiful one. Water is captured and used. There is potential for energy generation in the form of sun, wind and geothermal to be harvested and distributed beneath parks, streets and pathways to serve projects within the community. Plants are selected to help clean the air and sequester carbon, and urban agriculture creates productive landscapes within available open space.

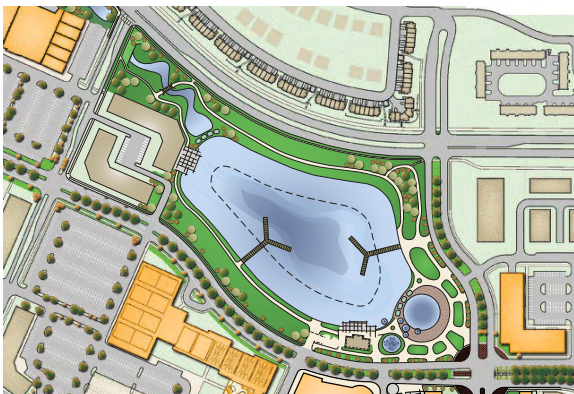
This study values the many contributions made by others, both in previous planning work and completed projects. While this study acknowledges the overall context of these various accomplishments, the primary focus here is on three primary components within The COR including: the Municipal Plaza, Lake Ramsey Commons, and the Greenway Trail Connection.

# Framework Components



## *Municipal Plaza*

In each of the many different planning frameworks over the years, the Municipal Plaza has been identified as the primary civic space at the very heart of The COR. Located directly across Sunwood Drive from Ramsey City Hall, this crucial public amenity will serve as the central gathering space for day-to-day activities and will certainly attract heightened private sector interest in development of adjacent properties.



## *Lake Ramsey Commons*

As the major public amenity illustrated in the Development Plan 6.0, Lake Ramsey Commons will become a spectacular water-centric addition to the emerging park and trail system that connects the whole community. It holds a key position as the connecting hub between The Draw to the east, the proposed Greenway Trail Connection to the west, the Municipal Plaza and Commuter Rail Station to the south, with the proposed Mississippi Skyway linking the regional park and trail to The COR.

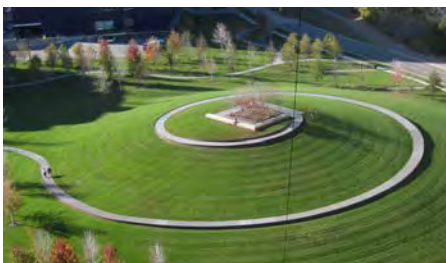


## *Greenway Trail Connection*

Various scenarios and alignments were studied, and each in their own way serve to illustrate the strategic opportunity to connect amenities in The COR with Lake Itasca to the west via a public greenway trail. The greenway provides visual continuity east-west through The COR, and becomes the preferred access route for the hundreds of residential units between Lake Itasca and the retail destinations within The COR—strengthening the vitality of these commercial enterprises.

## *Frame of Reference - Examples of Park Construction Costs*

The 'Estimates of Potential Construction Costs' included on the following pages are somewhat conservative and general in content. For the purposes of this study, costs will serve as a solid foundation for further discussion/decision as detailed design work proceeds for each component.



Gold Medal Park  
~\$15/SF



Bloomington Central Station  
~\$50/SF



Target Field Plaza  
~\$100/SF

# Municipal Plaza



Alternative Plan for Consideration (Jacobson/LHB 2015)

Simply stated, Municipal Plaza is the single most important component of the COR Public Realm Framework. It is the place to meet, the orientation point for wayfinding in The COR, and serves as the gateway to other public amenities and attractions nearby. Sitting at the crossroads of strong civic presence, residential density, transit options and retail storefronts, this location brings together all the elements of innovative and sustainable city-building.

Exploring several possible configurations confirmed the need to fully integrate uses, amenities and materials with Sunwood Drive (Ramsey's Main Street) while creating a clearly visible and accessible connection between the proposed Mississippi Skyway and Lake Ramsey Commons. This vital 'public promenade' along Center Street provides the primary north/south armature through The COR and also links a variety of facilities and amenities such as the Regional Park, The Draw, North Commons and other destinations. (See also the document addressing a realigned Regional Trail through The COR along Center Street, entitled 'Central Anoka County Trail and connection to Mississippi West Regional Park'.)

For the purposes of defining potential costs for future construction, a preliminary list of park elements (or a basic design program) was discussed including:

- Flexible use, paved plaza area to accommodate special events such as Happy Days
- Interactive, decorative, sculptural water feature as a City icon
- Integrated stormwater management and other infrastructure systems
- Formalized planting design representing Minnesota landscapes (lake, prairie, woodland, etc.)
- Lighting, furniture, art and other elements to create unique identity and character

## Recommendations

The Municipal Plaza will clearly identify the center of civic life and support a variety of daily activities within The COR. This key public PLACE represents a rare opportunity within the City of Ramsey to encourage vertical mixed-use development, with restaurants (and future retail stores) fronting the plaza. The relationship between The COR's Main Street (Sunwood Drive) and the Municipal Plaza as completely integrated pieces of the whole, is critical for the success of this district.

When completed as envisioned, the combined presence of these two public realm components, The Plaza and Main Street, will create a signature destination, and will leverage additional private-sector investment in this area. 'Restaurant Row', as part of the unique mix of uses within and adjacent to the Municipal Plaza, will contribute to the intensity and vibrant street life that characterize successful placemaking. To realize its full potential at this location (in contrast to sites along Lake Ramsey) will require a solid commitment from both public and private participants to integrate these types of ground floor uses within development projects near the Plaza.

District parking strategies need to be explored and pursued to address issues related to vehicle movement, convenient access, and to provide maximum benefit/support for mixed-use development throughout The COR—and this is true for the park spaces too. While district parking is likely to begin with centrally located surface lots, over time, as new development intensifies, these will be converted to structured parking, either as stand-alone facilities (meeting specific design standards) or fully integrated within creatively designed development sites close to the Plaza. There are many precedent projects, local and national examples, which illustrate the variety of options available, from traditional approaches to the latest advancements in flat floor, flex-use/convertible strategies.

## Primary Project Elements



Fountain and open space



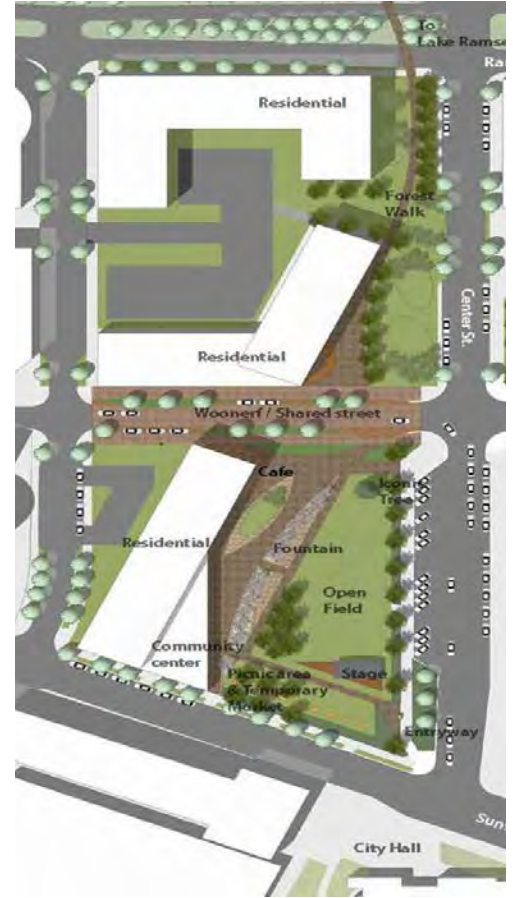
Shared street in commercial district



Welcoming edges, gateway to park



Forest walk to Lake Ramsey



Illustrative Plan (Cunningham Group 2013)

## Municipal Plaza

Basic assumptions that support Estimate of Potential Construction Costs:

- Total acres/square footage (approximate): 2 acres/87,120 square feet

Estimate based on park elements illustrated on Concept Studies:

1. pavement (1/2 of total park area) 43,560 x \$15/square foot	\$ 650,000
2. plantings (1/2 of total park area) 43,560 x \$12/square foot	\$ 525,000
3. stage area canopy (space frame/awning)	\$ 250,000
4. lighting 70 pedestrian scale fixtures x \$5,000 each	\$ 350,000
5. furniture i.e. planter walls, benches, bike racks, receptacles, etc	\$ 300,000
6. signage including large monument, information, direction	\$ 100,000
7. water feature (decorative, interactive, sculptural)	\$ 200,000
8. excavation/grading 25,000 cubic yards x \$3/cubic yard	\$ 75,000
9. stormwater (surface / below ground), utilities, infrastructure*	\$ 250,000
Subtotal	\$ 2,700,000
Contingency and Soft Costs	\$ 810,000
<b>TOTAL</b>	<b>\$ 3,510,000</b> or \$ 40.29 per square foot

\*District systems approach vs. site by site.

# Lake Ramsey Commons



Lake Ramsey Commons Plan (Jacobson/LHB 2015)

As a major new public amenity, Lake Ramsey Commons has the potential to fulfill a list of much-discussed objectives related to water-oriented recreational uses in the community. This is an opportunity to integrate natural systems, with a focus on water resources and native landscapes, within an urban, pedestrian-oriented environment. As an added benefit, this will create an inviting backdrop for new development, active and passive recreation venues and other attractions. A destination in and of itself with proposed loop walkways and bicycle trails, The Lake also makes important connections to similar systems at The Draw and to points west as part of the proposed Greenway Trail connection to a proposed new community park at Lake Itasca. For the purposes of defining potential costs for future construction, a preliminary list of park elements (or basic design program) was discussed including:

- Concrete lined wading pond and sand beach
- Splash pad play area / water feature
- 6 to 7 acre lake with fishing pier(s) and other public access locations
- Pavilion/picnic shelter designed as a multi-purpose structure

## Recommendations

Prepare a preliminary (schematic design) drawing set for the Lake Ramsey Commons land parcel to guide ongoing, and future excavation in this area. Define a prescribed phasing

sequence that supports both future park construction and the need for fill material in the rest of The COR. Complete a detailed survey of this land parcel; stake out the extent of proposed lake boundaries and other park elements to clearly define the limits of disturbance and the potential for tree planting and other restorative landscape installations relating to the lake and greenway connections.

Survey a specific parcel along the lake edge to be reserved for future food / concession venue; promote the idea of one lakeside restaurant similar to Tin Fish (Lake Calhoun) or Bread and Pickle (Lake Harriet) in Minneapolis. This singular food venue will provide the desired lakeside dining experience without diminishing the level of intensity and street activity needed to support successful mixed-use and restaurant development around the Municipal Plaza.



Lake Ramsey Commons Rendering (Satoko Muratake, 2016)

## Primary Project Elements



Bike trail and path



Wading Pond and splash pad



Pedestrian paths



Planted, soft edges



Flex use pavilion

## Lake Ramsey Commons

Basic assumptions that support Estimate of Potential Construction Costs:

- Total acres/square footage for park area (approx.): 13.5 acres / 588,060 square feet
- Total acres/square footage for lake (surface area approx.): 6 acres / 261,360 square feet

Estimate based on park elements illustrated on Concept Studies:

1. concrete wading pond, overlook; \$6/sf	\$130,800
2. concrete bike trail and pedestrian path; \$5/sf	\$ 270,000
3. plantings ~ 200,000 square feet x \$5/square foot	\$ 1,000,000
4. lighting 70 pedestrian scale fixtures x \$5,000 each	\$ 350,000
5. furniture, signage and lighting	\$ 750,000
6. splash pad play water feature (interactive, sculptural)	\$ 300,000
7. entry plaza including pavement, sculpture	\$ 100,000
8. fishing pier	\$ 30,000
9. pavilion (flex use, picnic shelter, no rest rooms)	\$ 250,000
10. excavation/grading 183,000 cubic yards x \$3/cubic yard	\$ 540,000
11. lake liner 300,000 square feet x \$3.50/square foot	\$ 1,050,000
12. stormwater (surface / below ground), utilities, infrastructure*	\$ 300,000
Subtotal	\$ 4,710,800
Contingency and Soft Costs	\$ 1,413,240
<b>TOTAL</b>	<b>\$ 6,224,040</b>
	or \$ 10.58 per square foot

\*District systems approach vs. site by site.

# Greenway Trail Connection



Greenway Trail Connection Plan (Jacobson/LHB 2015)

This essential Greenway Trail Connection provides another opportunity within The COR to meet overlapping objectives for multiple use, district systems, wildlife habitat and other desired functional and aesthetic outcomes. While traditional bicycle/pedestrian trails and related amenities will certainly be a key component, the series of ponds, wetlands and other water-resource related features will provide the unique setting and ecological benefit derived from a more innovative approach to greenway design. For the purposes of defining potential costs for future construction, a preliminary list of greenway trail elements (or basic design program) includes:

- Combined bicycle / pedestrian trail
- Multiple locations for rest stops, interpretive / educational elements
- Multiple locations for boardwalk / bridge crossings
- Integrated drainage / stormwater management system to serve this district

## Recommendations

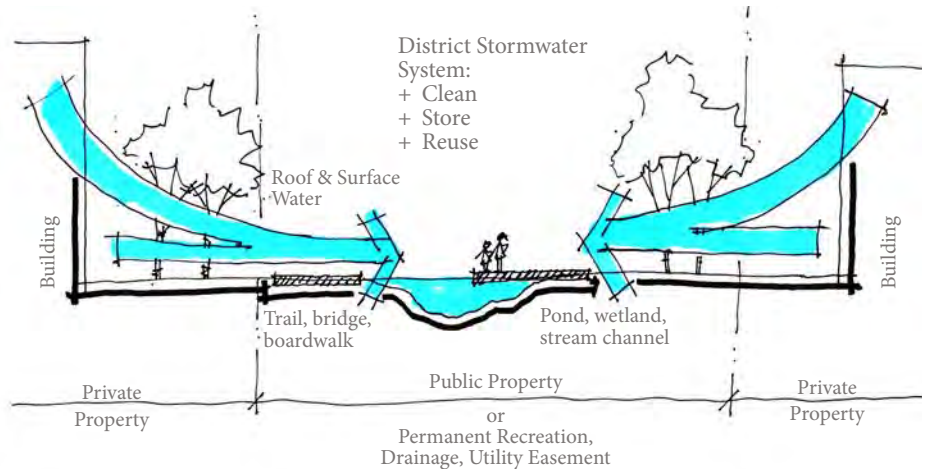
There is an opportunity to explore alignments for this Greenway Trail Connection that might provide greater benefits to the northwest quadrant of The COR – measured in social, economic and environmental value added. With modest enhancements to the existing trail along Bunker Lake Boulevard, and expanded greening initiatives west of the Ramsey Parkway, there is

great potential to frame this quadrant on the north and south with attractive green corridors. Both of these travel routes accommodate multi-modal options, but with heavy emphasis on the automobile.

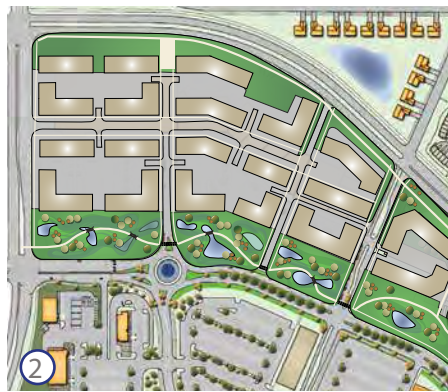
A third option, a meandering Greenway Trail Connection through the center of this quadrant not only provides a much-needed green amenity in this part of The COR, but also creates another valuable development ‘frontage’ to enhance land value and encourage private investment. This centrally located alignment will also provide opportunities for innovative approaches to district systems, particularly water resources – with the added benefit of an off-street, dedicated bicycle and pedestrian corridor linking local and regional trail networks.

The location and alignment of the Greenway Trail Connection will have considerable influence on development patterns in this quadrant of the COR. The various scenarios illustrated on pages 10 and 11 attest to the wide range of land use options; from ‘super block’, car oriented, destination convenience shopping, to finer grained, pedestrian-scaled, residential neighborhoods. This kind of imbedded public amenity will build value across multiple objectives, at individual site and district scale—leading to innovative, economically sustainable outcomes.

## Greenway Trail Alternative Alignments



6.0 Plan Greenway Trail Opportunity (Jacobson/LHB 2015)



Alternative: South Greenway Trail Alignment (Jacobson/LHB 2015)



Ramsey Town Center Master Plan (CLOSE, 2001)

## Greenway Trail Connection

Basic assumptions that support Estimate of Potential Construction Costs:

- Total acres/square footage for COR Greenway Connection (approx.): 2.5 acres / 108,900 square feet

Estimate based on park elements illustrated on Concept Studies:

1. excavation/grading 2,000'L x 30'w x 10'd x \$3/cubic yard	\$ 100,000
2. concrete combined trail (10') 20,000 square feet x \$5/square foot	\$ 100,000
3. rest stops along trail including pavement, bench, canopy (4)	\$ 120,000
4. pedestrian/bike bridges across stormwater features (4)	\$ 200,000
5. lighting 20 pedestrian scale fixtures x \$5,000 each	\$ 100,000
6. signage including large monument, information, direction	\$ 50,000
7. miscellaneous utilities/infrastructure	\$ 50,000
8. plantings 100,000 square feet x \$5/square foot	\$ 500,000
9. stormwater (surface / below ground), utilities, infrastructure*	\$ 300,000
Subtotal	\$ 1,520,000
Contingency and Soft Costs	\$ 366,000
<b>TOTAL</b>	<b>\$ 1,886,000</b> or \$17.30 per square foot

\*District systems approach vs. site by site.

# Funding Scenarios and Strategies

## Scenario 1 - Proximity to Parks; Revenue Producing Factors

This Scenario is based on a series of studies conducted by the Trust for Public Land (TPL), and more specifically their 2011 study for the City of Seattle (see attached). Similar calculations for The COR might offer several strategies to capture revenue specifically allocated for park and trail improvements.



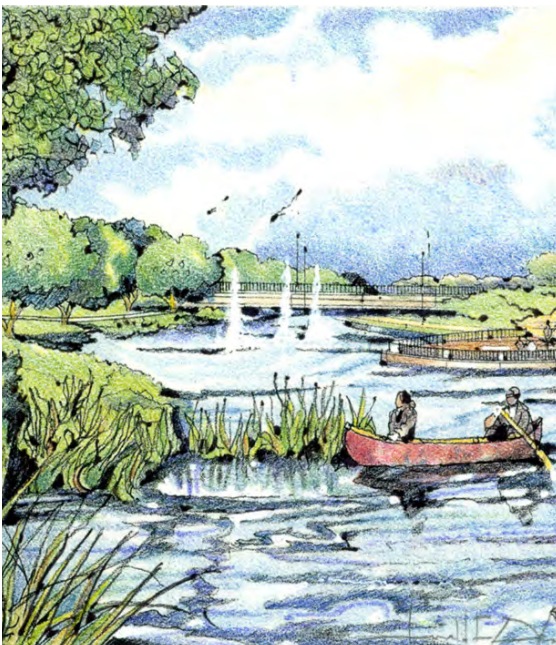
- Value of properties within 500 feet of parks
- Value attributable to parks (4.84%)
- Property tax revenue from properties within 500 feet of parks
- Tax revenue attributable to parks (4.84%)

Strategies:

1. Capture a portion of increased property value – park and trail fees calculated as a percentage of property values attributed to nearby parks (adjusted premium per acre land sale cost)
2. Capture a portion of increased tax revenue – park and trail improvements calculated as a percentage of tax revenue attributed to nearby parks (then defined within the Parks’ CIP)

## Scenario 2 - District Stormwater Management System; Shared Costs for Infrastructure

This Scenario is based on recent work with the Mississippi River Watershed Management Organization to design and implement a district stormwater management system for the Prospect North redevelopment project in Minneapolis. Through additional research/design provided by Barr Engineering (and other sources) overall project objectives and design parameters were defined that would yield savings (and produce better overall outcomes) for both the City and property owners/developers. This approach used the following baseline assumptions:



To meet city standards for stormwater management through a traditional site-by-site approach, property owners/developers would typically spend between \$90,000 – 150,000 per impervious acre to be treated.

To meet city standards for stormwater management through a district/shared system approach, costs will typically range from \$50,000 – 90,000 per impervious acre to be treated (depending on the level of detail/intensity of the final design).

A couple things to note: The ranges shown above include both engineering/design fees and final construction costs. Ultimately this demonstrated multiple benefits and project efficiencies that meet functional (permitting) requirements and yield significant cost savings using the district/shared system approach, while at the same time raising the bar in terms of aesthetics, habitat creation, recreational use, increased property values and other positive outcomes.

Strategies:

1. Secure commitments from potential/future property owners/developers to pay to the City, no more than they typically would for site stormwater management components (site-by-site), but discounted per the savings realized for participating in a district stormwater management approach. For example: agreeing to pay \$75,000 per impervious acre instead

of something around \$100,000 per impervious acre – and using the northwest quadrant of the COR to demonstrate how this might work, take the approximately 30 acres (north of the parkway and west of the Lake Ramsey), multiplied by 80% impervious land cover (buildings, parking lots, streets, etc.) equals 24 acres, multiplied by \$75,000 per acre (mid-range cost for shared approach) and the City would receive \$1,800,000 from property owners/developers to design and build the system (see Estimate of Probable Construction Costs – Greenway Trail + Stormwater Management Corridor).

2. Define permanent stormwater/utility/recreation/access easements (that run with the land) that will reserve adequate acreage to accommodate district system design and construction.
3. Draft agreements (we have a successful template/model for this) between property owners/developers and the City to clearly define relationships, roles/responsibilities, timelines and other considerations.

### *Scenario 3 - Metropolitan Council – Livable Communities Demonstration Account (LCDA)*

This Scenario is based on recent success securing grant monies from the Metropolitan Council to support design and construction of public realm improvements. Over the past several years, their project selection/award criteria has changed somewhat to reflect more contemporary and innovative development approaches. Toward that end, they are no longer funding purely infrastructure projects, but are more interested in proposals that link specific development sites with public transit, district systems (stormwater, parking, etc.) and creative design of ‘signature public places’.

For example, in a recent successful application for the Prospect North Redevelopment District, the Metropolitan Council LCDA awarded one million dollars for improvements to Fourth Street (named “Green Fourth”), but also to be shared with the adjacent Cornerstone Development (mixed-use, housing over retail). Basically this one-third, two-thirds split is a mandate intended to thoughtfully integrate design solutions for both projects, including streetscape, stormwater management and other district system elements.

Strategies:

1. Seek willing development partners who will participate in shared-project scenarios similar to the example described above; with a specific focus on joint funding applications to help pay for various elements of your proposed signature parks and public spaces.
2. Carefully blend the interface between public and private property, particularly along the edges of proposed signature parks and public spaces, promoting flexible use, vibrant/inviting destinations and universal access. This will build a strong case for shared funding while illustrating the many shared benefits of an integrated design and project implementation approach.



# Funding Scenarios and Strategies, con't

## Scenario 4 - 'Pilot Cities' + Demonstration Projects – Renewable Energy Corridors

This Scenario is a bit more complicated and potentially involves the shared efforts of the City, the Metropolitan Council, the McKnight Foundation and the Metropolitan Design Center (University of Minnesota, College of Design). For the next round of Comprehensive Planning (required for all/most cities), the Metropolitan Council and other participants have suggested an updated approach and expanded planning criteria that perhaps better respond to the “Grand Challenges” of our time (U of M President Kaler). These include at the very least; climate change, equity and health.



To support cities, both large and small, already beginning the process to update their Comprehensive Plans, this group of stakeholders have proposed a series of workshops and city-by-city roundtables that will drill down and help address the specific challenges and needs for candidate ‘Pilot Cities + Demonstration Projects’ that meet their criteria. While the specifics of this approach, and the selection criteria/process, are still being resolved, the City of Ramsey might ‘jump the queue’ by expressing interest and beginning to organize your planning steps to take advantage of this opportunity. Benefits include, precedent research and best practice models from around the world, facilitated workshops with specific focus on Ramsey issues, funding support for planning studies to help redefine objectives, and final Comprehensive Plan document preparation that highlights innovation and implementation priorities.

### Strategies:

1. Meet with leadership at the University of Minnesota, Metropolitan Design Center to learn more about this opportunity and, if interested, begin to define your commitment and potential next steps.
2. Schedule working session(s) to draft a plan/approach tailored specifically to your needs, including overall process, preliminary task outline, schedule, participants, roles and responsibilities, issues/ideas and other study requirements.
3. Schedule first Ramsey Workshop and Focus Topic Roundtable meetings to officially launch this process.

## Scenario 5 - Seek Partnerships – Grants + Loans + Other Funding Sources

While this Scenario may at first glance seem very familiar as a means to secure project funding, there is a much broader playing field and an increasing menu of opportunities across the local, state and federal spectrum. There have been numerous recent successful applications that integrated project objectives with various essential infrastructure and development components including:

- Shared eco/environmental outcomes and benefits
- Energy innovation demonstration projects
- Health initiatives matched with wellness programs
- Affordable/life-cycle housing
- Living-wage jobs and other initiatives

One example: Prospect Park Minneapolis was just awarded a McKnight grant for \$350,00 through their ‘Regional Communities and Energy Program’ to be used for detailed design of a district heating and cooling system (through District Energy Saint Paul) that will eventually serve more than 300 acres of mixed use/‘Innovation District’ development projects. This represents another major step toward sustainability goals, carbon reduction and a shift to renewable energy sources.

It is also important to note that this project is part of a layered approach that concurrently is working to integrate district infrastructure within a variety of proposed public realm improvements (parks, trails and so on). This includes district stormwater management, district energy and district parking, with a long-term view that shared systems will bring us much closer to the realities of living within our ‘resource budget’.

Specifically related to infrastructure, district systems and the public realm, this is an opportunity to take a leadership role in demonstrating how shared corridors (for example: the proposed Ramsey Greenway Trail + Stormwater Management Corridor) could integrate solar hot water, photo-voltaics, geothermal heating and cooling, and other innovative approaches. We can no longer afford to approach these opportunities as ‘single-issue’ projects; it’s not just a greenway with a trail, but it also needs to answer the question - “What else can it do?”

Strategies:

1. Take decisive steps toward creating a comprehensive list of public realm and infrastructure projects needed to support economic development outcomes you envision for the COR (and adjacent acreage).
2. Prioritize this list, seeking projects with overlapping/intersecting missions and objectives from various stakeholder groups, agencies and other funders; i.e. what types of projects fit their criteria that are also ready to move into the next stages of design and implementation.
3. Continue to develop a complete list of grant opportunities including key contact people, timeline, criteria, review process, examples of past applications and other factors that will improve your chances for success.



Lake Ramsey Commons Rendering (Satoko Muratake, 2016)



For additional information  
please contact:

Mark Riverblood  
Parks & Assistant Public Works Superintendent  
763.433.9853  
[mrivblood@cityoframsey.com](mailto:mrivblood@cityoframsey.com)

**Park and Recreation Commission**

5. 2.

**Meeting Date:** 08/09/2018

**By:** Mark Riverblood, Engineering/Public Works

**Information**

**Title:**

**Acknowledge Restaurant Incubator Feasibility Study—a Resilient Communities Project**

**Purpose/Background:**

As part of the spring 2018 Resilient Communities Project, the City requested that the University of Minnesota's Office of Economic Development, and the Center for Urban and Regional Affairs conduct an analysis on the feasibility of the proposed park and concession building at The Waterfont serving as a 'restaurant incubator'.

The above referenced study is attached, and includes valuable information, and some encouraging findings. For the meeting, Staff will summarize some of the take-away points from this project.

**Notification:**

**Observations/Alternatives:**

**Funding Source:**

N/A

**Recommendation:**

**Action:**

No Action Required—Informational Purposes Only

**Attachments**

Resturant Feasibility Study

**Form Review**

**Inbox**

Grant Riemer

Form Started By: Mark Riverblood

Final Approval Date: 08/02/2018

**Reviewed By**

Grant Riemer

**Date**

08/02/2018 03:31 PM

Started On: 08/02/2018 02:55 PM

# Restaurant Incubator Feasibility Study



**Prepared by**

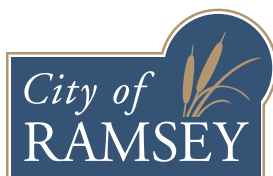
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Resilient Communities Project

UNIVERSITY OF MINNESOTA

Building community-university partnerships for sustainability

The project on which this report is based was completed in collaboration with the City of Ramsey as part of the 2017–2018 Resilient Communities Project (RCP) partnership. RCP is a program at the University of Minnesota’s Center for Urban and Regional Affairs (CURA) that connects University faculty and students with Minnesota communities to address strategic projects that advance local resilience and sustainability.

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# **Restaurant Incubator Feasibility Study**

## **Report for the City of Ramsey**

**May 2018**

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# Section I: Introduction

## Overview

The City of Ramsey is located in the northwest outskirts of the Minneapolis-St. Paul Metropolitan Area (MSP metro). Ramsey is the second fastest growing city in Anoka County with population rates and new households rising faster than the MSP metro area.<sup>1</sup> Ramsey spent significant resources focusing on developing its new downtown - The Center of Ramsey (COR). When fully realized, this development will include 400 acres of high-density housing, mixed-use office space, retail space and recreational venues.<sup>2</sup> To attract new businesses to the COR and stimulate the growth of current businesses in Ramsey, the city has conducted a preliminary study on establishing a business incubator.<sup>3</sup> This study suggests that the City of Ramsey has an opportunity to develop more restaurant options and that the local residents are interested in having more dining options. Based on the previous studies done, Ramsey has narrowed their incubator interesting to explore the feasibility of establishing a restaurant incubator.

## Objectives

This study's goal is to comprehensively analyze Ramsey's restaurant customer draw area (CDA) and the challenges of operating food incubators. It will then assess the feasibility of establishing a food incubator in the City of Ramsey.

## Main findings

- Ramsey is located within 15 minute drive of two established restaurant nodes.
- The two restaurant nodes have high proportions of fast-food restaurants.
- The area north of Ramsey has limited access to major restaurant nodes.
- Ramsey's CDA has significant retail leakage for full-service restaurants.
- Ramsey's CDA currently has a market size that can support between 110 to 152 restaurants.
- Most food incubators struggle to make a profit.
- The societal benefit – such as empowering small-businesses owned by women, minority or low-income groups as well as serving the needs of local residents – should be considered.

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<sup>1</sup> Community Profile - Ramsey. <https://stats.metc.state.mn.us/profile/detail.aspx?c=02396311>

<sup>2</sup> City of Ramsey. The COR. <http://www.ci.ramsey.mn.us/463/The-COR>

<sup>3</sup> Talent & Tenacity: Sparking an Incubator in Ramsey. Burga 5211

## Section II: Market analysis

### Market overview

#### *Restaurant Customer Draw Area (CDA)*

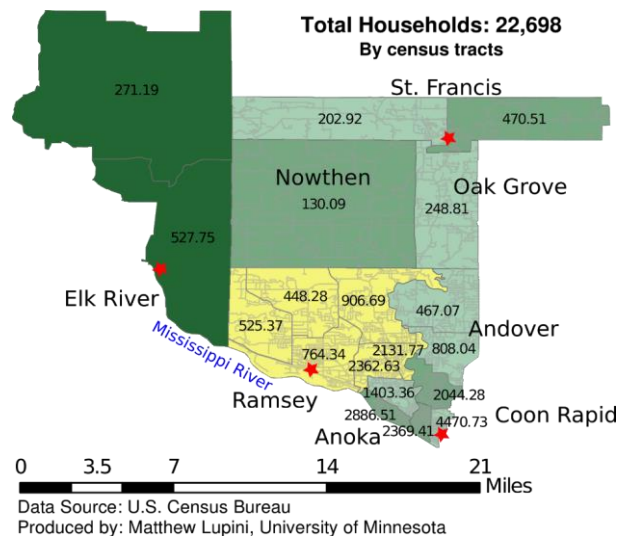
To determine Ramsey's CDA, we considered the following factors.

- A recent survey conducted by Zagat on national dining trends suggests 54% of all respondents are willing to travel for up to 30 minutes for a good restaurant.<sup>4</sup>
- Ramsey is located about halfway between two established restaurant nodes. One located in Elk River along Highway 169 and the other located in Anoka-Coon Rapids along Highway 10. Both two nodes are approximately a 15 minute drive from Ramsey.
- Ramsey is to the northwest of the confluence of the Mississippi and Rum Rivers. This geography blocks easy access to Ramsey from south of the Mississippi River or east of the Rum River. Access to Ramsey from those two directions will likely pass through the two existing restaurant nodes.

Based on these factors, we defined the CDA with the following criteria.

- Approximately a 20 minute drive time from Ramsey
- North of Mississippi River, due to lack of easy access from the south

With further refinement, we constructed the following map of Ramsey's CDA. (Figure 1) The CDA includes all of Ramsey, Nowthen, and Anoka, as well as parts of Oak Grove, Coon Rapids, St. Francis, and Elk River. The CDA is roughly surrounded by Highway 10 to the south, Highway 169 to the west, Round Lake Blvd NW to the East and the St. Francis city border to the north.



**Figure 1.** Customer draw area defined for the current study.

<sup>4</sup> Zagat. 2018 Dining Trends Survey.

[https://www.zagat.com/b/2018-dining-trends-survey-highest-tippers-social-media-habits-and-more?zagatbuzzid=jan18week1&utm\\_source=newsletter&utm\\_medium=email&utm\\_campaign=national20180110&utm\\_type=article&utm\\_order=1](https://www.zagat.com/b/2018-dining-trends-survey-highest-tippers-social-media-habits-and-more?zagatbuzzid=jan18week1&utm_source=newsletter&utm_medium=email&utm_campaign=national20180110&utm_type=article&utm_order=1)

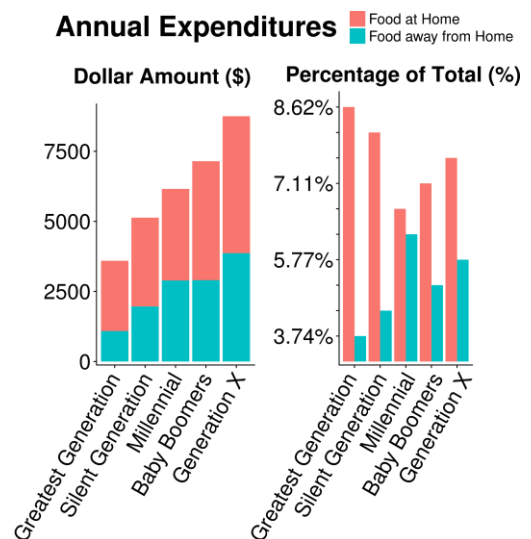
## Ramsey's CDA demographics

An area's demographics are crucial to developing smart business strategies. Based on the CDA map, we identified 22,698 households within that area, according to the 2010 U.S. Census data. The CDA is overall forecasted to have a continuous increase of population and households through 2040, based on the community profiles published by the Metropolitan Council.<sup>5,6,7,8,9,10,11,12</sup> More specifically, the population surrounding Ramsey will grow 5.2% by 2021. According to Tim Gladhill, the Community Development Director for the city, there are currently 3,697 people living within 1 mile from the COR, with a 20% margin of error (Table 1). In the COR, there are also over 200 residential units under development with approximately 30% of the planned residential district waiting to be developed. As the COR is continuously developing, this number is expected to grow significantly in the future. The median age of Ramsey's residents is 35 with a median household income at \$86,794, approximately 1.5 times higher than the national median, \$59,039.

	Households	Population
Quarter Mile	277	803
Half Mile	664	1,925
Mile	1,275	3,697

**Table 1:** Households and the population living within 1 mile of the COR.

In the 2015 U.S. Bureau of Labor Statistics Consumer Expenditure survey results, shown here in Figure 2, suggest that households led by Millennials (age 20~35) are the least frugal when it comes to the percent of total expenditures spent on food away from



**Figure 2.** Food based expenditures by consumer unit of different age groups (left) and percentage of the total annual expenditures that was spent on food (right).

<sup>5</sup> Community Profile - Nowthen. <https://stats.metc.state.mn.us/profile/detail.aspx?c=02437910>

<sup>6</sup> Community Profile - Ramsey. <https://stats.metc.state.mn.us/profile/detail.aspx?c=02396311>

<sup>7</sup> Community Profile - St. Francis. <https://stats.metc.state.mn.us/profile/detail.aspx?c=02396487>

<sup>8</sup> Community Profile - Oak Grove. <https://stats.metc.state.mn.us/profile/detail.aspx?c=02395282>

<sup>9</sup> Community Profile - Andover. <https://stats.metc.state.mn.us/profile/detail.aspx?c=02393954>

<sup>10</sup> Community Profile - Anoka. <https://stats.metc.state.mn.us/profile/detail.aspx?c=02393964>

<sup>11</sup> Community Profile - Coon Rapids. <https://stats.metc.state.mn.us/profile/detail.aspx?c=02393628>

<sup>12</sup> Community Profile - Anoka County. <https://stats.metc.state.mn.us/profile/detail.aspx?c=003>

home.<sup>13</sup> The same data shows households led by Generation X (age 35~55) spend more overall dollars on food away from home than the other groups on average. Considering the median age of Ramsey is around 35, it is likely most households are led by those in the Millennial and Generation X age groups. This suggests that the city's demographics, in addition to the higher median household income level, are a positive characteristic of in terms of food expenditures at restaurants.

It is worth noting that Ramsey is the major population center of the CDA that doesn't have closer access to a restaurant node. While Anoka and Coon Rapids also have large populations, they also have a large and established restaurant node and therefore unlikely that the Ramsey CDA will capture more than a fraction of their populations.

### **Market size**

Based on the demographics of Ramsey and the expenditure data shown in Figure 2, we estimate Ramsey's CDA to spend approximately 1.5 times more than the national average of \$3,864.39 on dining out, approximately \$5,798 per household. With this assumption, we can calculate the total annual expenditure for food outside of the home in the Ramsey CDA to be about \$131,603,004. The 2018 dining trend survey conducted by Zagat suggests the average cost of a restaurant meal is \$36.40 per person and the average respondent dines out 6 times a week, primarily for lunch and dinner. If we assume similar numbers for Ramsey, we estimate the Ramsey CDA will spend approximately \$109,297,410 on lunch and dinner annually. Based on the 2017 Restaurant Industry Pocket Factbook published by the National Restaurant Association, the average unit sales of a full-service restaurant in 2014 were \$992,000 and a quick service restaurant were \$861,000.<sup>14</sup> This suggests the Ramsey CDA can support either:

110 full service restaurants ( $\$109,297,410/\$992,000$ )  
or 127 quick service restaurants ( $\$109,297,410/\$861,000$ )

Based on data from the Claritas Consumer Buying Power survey in 2017,<sup>15</sup> similar calculations yield that the trade area can support as many as 152 food service and drinking venues. Considering the variety of restaurants, we conclude that the Ramsey CDA has a market size that can support between 110 to 152 restaurants.

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<sup>13</sup> U.S. Bureau of Labor Statistics. Consumer Expenditures in 2015.

[https://www.bls.gov/opub/reports/consumer-expenditures/2015/home.htm#\\_edn1](https://www.bls.gov/opub/reports/consumer-expenditures/2015/home.htm#_edn1)

<sup>14</sup> [http://www.mnrestaurant.org/uploads/2/8/9/5/28957157/nra\\_pocket\\_factbook\\_feb\\_2017-final.pdf](http://www.mnrestaurant.org/uploads/2/8/9/5/28957157/nra_pocket_factbook_feb_2017-final.pdf)

<sup>15</sup> Claritas. Claritas - Consumer Buying Power 2017. s.l. : Claritas with enviroinformatics, 2017.

**U.S. Kitchen Incubators Industry Overview**

In 2013 and 2016 Econsult Solutions Inc., American Communities Trust, and Urbane Development published reports that highlighted the food incubator industry.<sup>16,17</sup> These studies provide an overview of the industry, its needs, and current challenges.

They highlighted several major challenges for food incubators in becoming successful. For example, while a shared kitchen space is helpful, entrepreneurs may be ill-equipped to successfully run a business within the incubator space. There are additional challenges, such as design and flow of the facility, how reservations are made, ease of payments, and attracting high-quality entrepreneurs. Local food regulations related to sanitation also pose challenges to food incubators. Another challenge noted was that little data has been collected to measure the performance and economic impact of incubators. Metrics that are usually collected are related to sales volume, gross revenue, and job creation. It is also important to note that the majority of businesses that make use of incubators are run by women, ethnic/minority and/or low-income populations showing an important societal effect to consider in relation to a food incubator.

**Financial Viability of Incubators**

In the 2013 Econsult shared kitchen survey, of the 135 incubators surveyed, 41 responded with details about nonprofit or for-profit status. Table 2 shows the distribution of incubators that are making money, breaking even, or losing money.

	Both nonprofit and for-profit	Nonprofit	For-profit
Making money	31%	15%	39%
Breaking even	53%	54%	57%
Losing money	16%	31%	4%

*Table 2: Profitability of Incubators in 2013.*

The same survey conducted in 2015 is shown in Table 3. The updated survey did not differentiate between nonprofit or for-profit status. The authors did mention that more incubators are losing money and more are making a profit in 2015 than they were in 2013.

	Both nonprofit and for-profit
Making money	39%
Breaking even	37%
Losing money	25%

*Table 3: Profitability of Incubators in 2015.*

<sup>16</sup> Econsult Solutions “U.S. Kitchen Incubators: An Industry Snapshot.” August 2013. <http://www.econsultsolutions.com/experience/our-projects/food-incubator-study/>.

<sup>17</sup>Econsult Solutions “U.S. Kitchen Incubators: An Industry Update.” March 2016. <http://www.econsultsolutions.com/report/us-kitchen-incubators-industry-update/>.

Overall, it seems fewer incubators are simply breaking even in 2015; more are either profitable or losing money. The trend suggests that food incubators are challenging to operate. The authors did not mention the possible flaws of reporting bias and censoring. Companies may be less likely to report losing money and companies that have already gone out of business are not included in the survey.

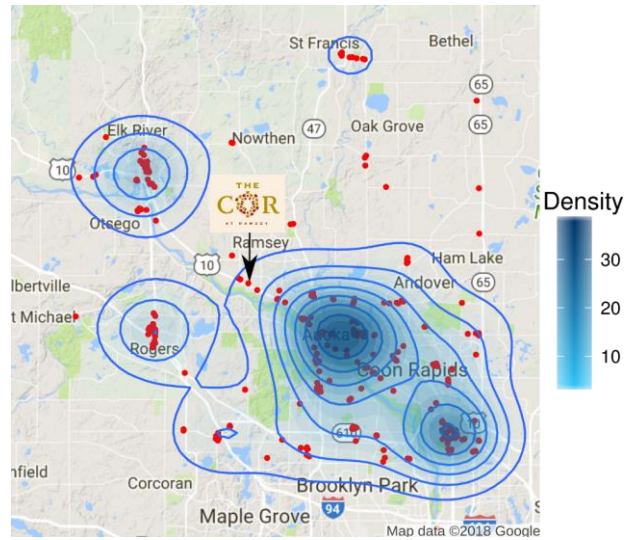
## Key competitors

### Local restaurants

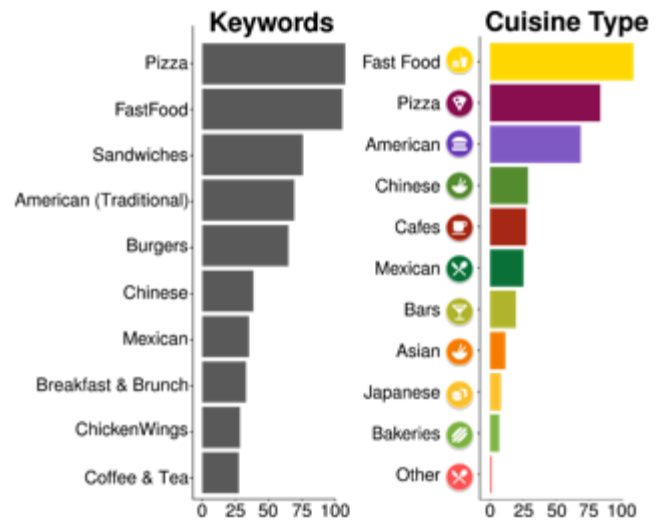
The CDA for the current study has been shown in Figure 1. Here we used the CDA to identify the locations of current restaurants to analyze the regional competitions. Figure 3 shows the location and density of the 342 restaurants currently in operation around the Ramsey CDA. The Anoka-Coon Rapids restaurant node has the highest density of restaurants around Ramsey. Elk River, Rogers and St. Francis regions all have small nodes of restaurants. These observations follow similar densities observed from the fall research on retail development in Ramsey.<sup>18</sup> It is clear that Ramsey is at the edge of the Anoka-Coon Rapids restaurant node and the region north of the COR has very limited restaurant presence. An interactive map is available through Google Map (located in Appendix V).

### Restaurant types

We analyzed the primary cuisine types offered at the 342 restaurants, identified in Figure 4. The cuisine types served by each restaurant is visualized in Figure 5. The keywords from each restaurant's description were collected and plotted to show the frequency of food type served as well as the primary cuisine type offered in these restaurants. This data provides key information about



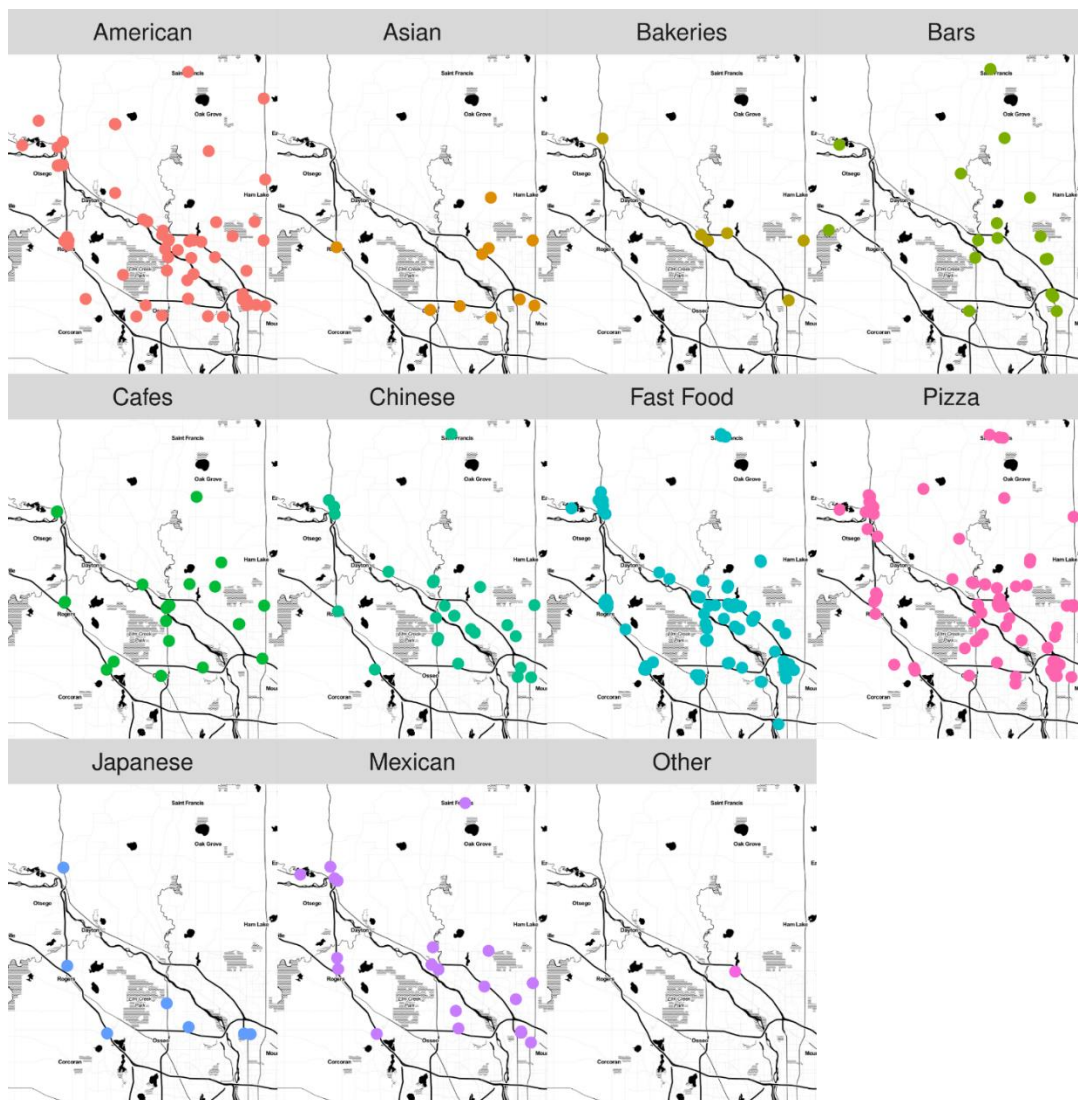
**Figure 3.** Density map showing the distribution of the current restaurants in and around Ramsey. (Red dots show the specific location of these restaurants).



**Figure 4.** Bar plots showing the keywords of the food items sold (left) and the primary cuisines served (right) in the restaurants located within the Ramsey CDA.

<sup>18</sup> Boerschinger, Olivia, Pansch, Joshua, Lupini, Matthew. PA5211: Land Use Planning. Public Affairs.

the regional competition. We found most restaurants in the region are fast food restaurants that serve pizza, sandwiches and burgers. They are followed by major cuisine types such as Traditional American, Chinese and Mexican. This data suggests a lack of full-service options in and surround Ramsey. It also provides guidance for Ramsey when developing themes with the restaurant incubator. We recommend Ramsey focus on encouraging novel cuisines that will stand out from the fast food dominated local competition and avoid direct competition with majority of the current restaurants. It is possible that if Ramsey successfully develops a restaurant incubator and avoids cuisine types that are overrepresented in the region, it can attract customers from these existing restaurant nodes to Ramsey.



**Figure 5.** Density map showing the distribution of different restaurant cuisine types served around Ramsey. Each dot shows the location of a restaurant. The map is centered on Ramsey.

### ***Local restaurant incubators***

The restaurant incubators and shared commercial kitchens in the Twin Cities have been compiled from Minnesota's Department of Agriculture website. This information encompasses a wide range of establishments that may vary in terms of the support they offer tenants. Detailed information about these Minnesota food incubators have been compiled in an Excel document as reference.

Many of the local food incubators include the following assets:

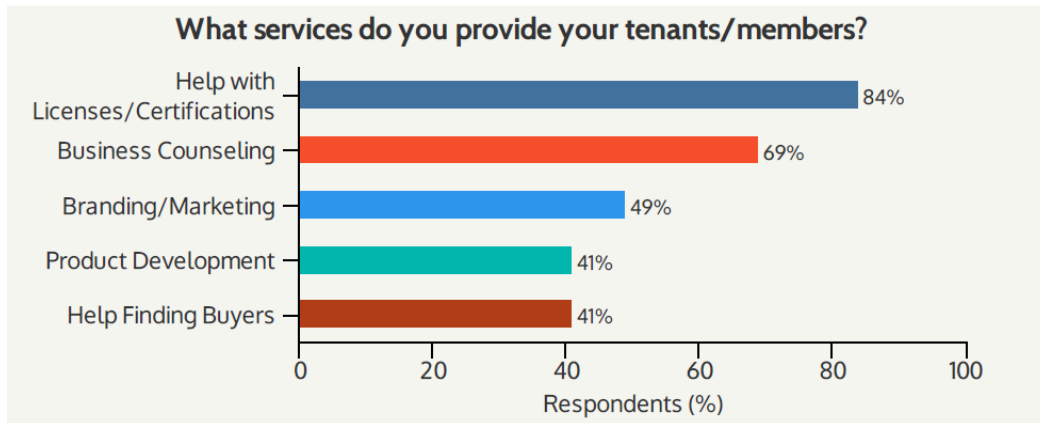
- Access to major highways
- Access to storage, walk-in freezers, and miscellaneous commercial equipment
- Free on-site parking
- Business training and business development opportunities
- Financing, licensing and legal support
- Shared-kitchen space with 24-hour card access with video surveillance
- Online scheduling
- The flexibility of paying through credit cards/PayPal
- Gluten-free cooking areas
- Event space

These services offer valuable strengths to their operations. Flexibility will attract more tenants, allowing those with daytime jobs to still utilize their services. Secure and limited-access shared kitchen space with online scheduling and flexible payment options mean reduced administration cost of the incubator's operation.

The pricing models vary among these incubators depending on the scale of operations. Incubators like Kindred Kitchen use different rates depending on the time of the day. They also have different rates for storage space. However, the majority of the kitchen rentals are around \$20/hr. Many incubators also offer event space rentals for meetings or weddings. If Ramsey were to consider making event space part of their model it would open up attractive options for tenants to cater.

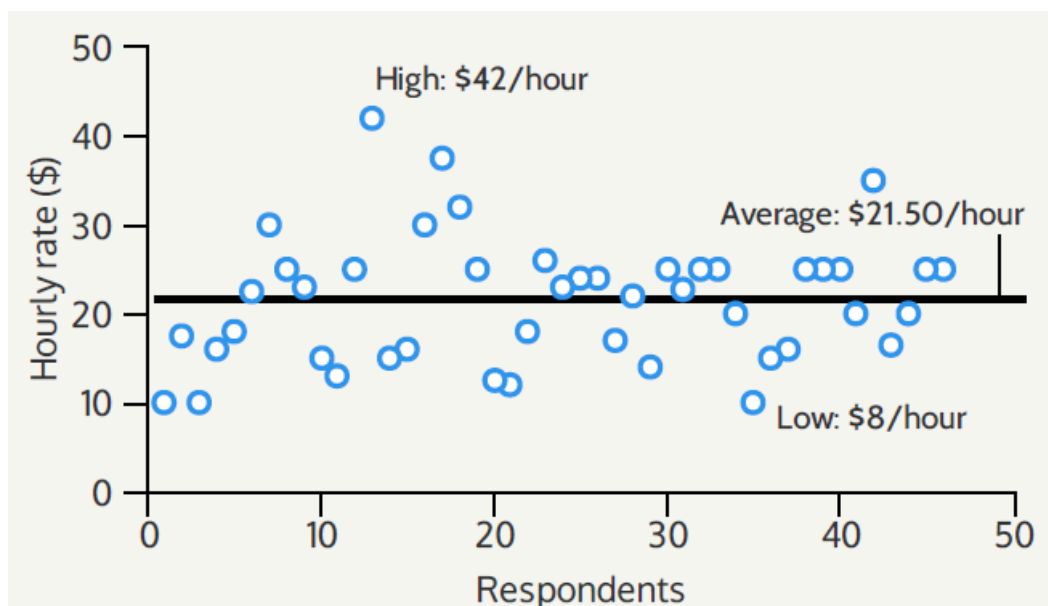
### **Economic Benefit Analysis of Food Incubators**

The economic benefits of incubators are difficult to measure. Food incubators serve as a pathway for successful food ventures. Many incubators provide help with licensure and certificates. This would help new restaurant entrepreneurs understand and comply with food safety and production requirements. As shown below in Figure 6, food incubators help food businesses with several other types of business counseling.



**Figure 6.** Common services provided by food incubators.

On average, food incubators charge about 21 dollars per hour for use (\$20.82 in 2013 and \$21.50 in 2015). This hourly rate sustains the incubator. A distribution of the hourly charge rates to use an incubator space is shown below.



**Figure 7.** Hourly rate charged by food incubators.

Figure 7 shows the hourly rate charged by food incubators for use of space. The rate is plotted vertically and the respondents are shown along the horizontal axis. The highest amount an incubator charge is \$42 per hour. The lowest amount is \$8 per hour.

Another economic benefit is job creation. Having a food incubator space helps to create jobs. A notable characteristic job creation is that most incubators are used female, minority, and/or low-income, creating jobs for people that are under-served.

## **Section III: Market condition survey**

### **Introduction**

The original aim of this study was to evaluate the potential for an incubator within the City of Ramsey. The models proposed were a culinary incubator designed to grow and support food businesses and a co-working space in which potential tenants may operate. In order to produce final recommendations, it was decided that tenant and talent interviews were necessary to narrow the scope of recommendations. Interviews were conducted to identify potential partners, tenants, and assess the talent supply. These interviews were conducted via email and potential case studies for future use were identified. Further, we hoped to determine interest and theoretical activity levels for the culinary incubator. Obtaining interviews was relatively difficult and more thorough case studies will be necessary for future research.

### **Local restaurants**

The overarching theme of interviews conducted with local restaurant-owners was the lack of commercial kitchen and storage space for their business. Home-based caterers often cannot produce enough of their goods to justify expansion; at the same time they require increased production space to grow their business. Through our research, we identified a number of caterers within Ramsey and a number of restaurants in the area. Comments regarding the potential of partnering with or expanding to an incubator included the following:

- Potential incubator amenities:
  - “I would look for meat processing equipment, packaging equipment, and Combi ovens along with office space and a loading dock”
  - “...the current building needs lots of updates (kitchen floor & walls, some equipment is very old, we need a turbo oven for efficiency, etc...”
  - Separate clean space to prepare foods for sale and not take up actual space in the front of house
- Regarding expansion:
  - I am comfortable running only one location. It would be too much stress running more, since I do all the handiwork myself.
  - My business has huge growth potential already but I can't do everything myself.
- Disadvantages in current location:
  - Too crowded, not enough space to work and keep enough product on hand to sell

## Locally Grown

According to a report from National Restaurant Association, 56% of consumers say their primary reason for preferring locally sourced food is that it supports farms and producers in their communities. Hence, locally grown food and products are a major attraction an incubator can capitalize on to bring customers in. Ramsey should contact locally grown food vendors to assess their interest in participating in an incubator. We found locally grown organizations were especially difficult to initiate contact with, likely due to the seasonal nature of their work coupled with the fact that the survey was conducted in early March. However, the ones we did manage to contact indicated that storage and the high prices of equipment were barriers that would serve as a detriment to their expansion.

The other goal of the survey of locally grown organizations was to determine their potential interest in workforce development programs a kitchen incubator could offer. Responses to this question were mixed, but respondents were most interested in a supply of long-term employees.

## Food trucks

Food trucks are another collaborative part of food incubators. A list of food truck vendors in Minnesota was compiled to conduct a survey. Vendors were contacted to gauge how many are interested in branching out to Ramsey. Responses have been very limited. More labor supply discussions should be carried out in relevant areas. We sought to interview food trucks, both within and outside of Minnesota, as potential tenants for the City's food incubator. We saw the potential of food trucks accessing the incubator as both an increased kitchen space and as a prospective location for establishing themselves in a brick-and-mortar space.

The Wandering Mug, which is a food truck that operates in primarily Minneapolis and St. Paul, were asked why they chose to operate in the cities they do. They responded:

- *[We] follow the large events around because that's where the big money is.*
- *St. Paul has the least restrictive licensing and is easy to work for street sales*

The key point here is reducing the restriction in licensing. This preference to work in less restrictive environments is likely one shared by other food trucks in Greater Minnesota and should be noted by the City of Ramsey.

Grill Works Truck, which also operates primarily within the Twin Cities, was asked about obstacles in expanding their service area. They answered:

- *None of my identified locations (Minneapolis-St. Paul). I have run into problems in other cities as those cities don't want food trucks.*

This point raised by Grill Works is notable— if people in the CDA do not want a food truck, then food trucks attempting to operate there will not succeed. Ramsey lacks the sheer population numbers of Minneapolis and St. Paul, but also lacks an established

food truck culture. It may be difficult for food trucks to operate in Ramsey, but they may be able to utilize the kitchen incubator as an expansion opportunity.

## **National restaurant incubators**

### **Current Incubators:**

To carry out a nationwide survey and analysis, around 650 shared commercial kitchens and food incubators were identified across the country and information like mailing address, email address, respective websites and their kitchen descriptions were assembled. The kitchen descriptions include kitchen capacity, available amenities, rental rates, and hours.

Responses to these surveys have been the most positive and very useful. We found that for incubators it is difficult to provide the high capital investment that is required for the initial development. It is also very challenging to make a profit and many of the incubators were losing money in the initial years of the business. Regulatory policies were another common reason that proved challenging for some of the respondents.

Challenges identified by restaurant incubators currently in existence ranged from the difficulty of operating while generating enough revenue to meet ongoing expenses to engaging and becoming engrained within the community the incubator serves. Square One Kitchens, which operates in Fargo, North Dakota, listed the following points as key obstacles in operation of a food incubator:

- *Helping the community understand what a shared kitchen is and how it works (this concept is much different than a standard food business so it seemed to confuse people)*
- *Finding a space that would fit the needs of the business*
- *Investment – it cost quite a bit to get [Square One Kitchens] up and running with the equipment, fit up, etc...*
- *Only had one built-in client prior to starting. The beginning phase was very stressful as [we] had to wait for clients to be ready to start their business and utilize Square One.*

The Cauldron Kitchen, operating from Ottawa, Canada, is a shared commercial kitchen service for catering, food businesses, bakeries, personal chefs, and culinary classes. Having been in business for 2+ years as of the time of the interview, the Cauldron had this to say regarding obstacles:

- *The obstacles to start the business were finding a suitable commercial lease location with appropriate services (electrical, sewage gas)*
- *A shared commercial kitchen requires a little more than what a restaurant needs because it has multiple pieces of equipment*
- *Venture funding is weak in the food industry for creative business ideas*

Another of the interview questions asked the contacts to support either a for-profit or non-profit incubator model. Overwhelmingly, the incubators spoke in favor of a for-profit model, citing the inability of a non-profit incubator to effectively grow and innovate. Finally, the incubators were asked about their total capacity, and responses cited an average of approximately 5 to 12 different tenants at one time.

## **Local culinary schools**

One of the key questions our group hoped to address was whether there was a pre-existing supply of individuals with the technical skills necessary to operate a start-up incubator or specific features the incubator would need to achieve short- and long-term success.

In attempting to garner responses from individuals affiliated with or who have graduated from local culinary schools, we asked the following questions, and received the attached answers:

- If you could run your own incubator kitchen space, what sort of features would you want in it?
  - *Cooler space, table space, ovens, griddle, grill, and dishwashing area, both manual and automatic dishwasher*
- What do you think is the most challenging part of running a start-up?
  - *Arriving at a menu or list of products you plan to offer, then of course staffing.*

Overall, we would need more information from culinary school affiliates to proceed with this part of the labor analysis. However, it was helpful to receive feedback regarding necessary equipment and space, as our group did not possess the background to have this information.

## **Co-packagers**

Co-packagers are defined as companies that handle the packaging of previously produced food, so the food producers may focus on actual production. While co-packagers were not contacted for the purpose of this study, a list of co-packagers in Greater Minnesota was compiled.

The advantages of co-packagers lie in their specialized equipment for the purpose of packing food. Since they do not focus on producing the food, they are experts in their field and may be the cheapest option for a start-up kitchen incubator seeking to diminish costs as much as possible. Further, co-packagers are able to quickly respond to the needs of the food producer, especially if they are local to the incubator. In keeping with the idea of diminishing costs, co-packagers may bulk products for shipping and can offer a flat rate to incubators for their services.

Co-packagers do have notable disadvantages, especially to start-up kitchen incubators. The flat rate associated with the packing of food may be too expensive for a

start-up kitchen incubator. Furthermore, the use of a co-packager assumes that the shared kitchen has a large inventory of product, and a large amount of product to ship out to customers outside of the general service range. The drawbacks are largely financial and inventory-based and may inhibit their use for a start-up. However, the use of a co-packager may be a resource to utilize once the city has a successfully up-and-running kitchen incubator.

## Summary

Research shows that restaurant incubators are usually driven by restaurant investors and/or real estate developers interested in identifying investment opportunities. With an aligned self-interest in the success of their tenants, they typically maintain an extensive tenant identification and development process, along with the provision of extensive operating and management support. Interviews conducted with the aforementioned distinct groups within the food/restaurant industry illustrate the necessity of a reliable space, a vested interest of the public in the space, and most importantly, an individual/organization willing to finance the space. Further research is needed, but these interviews offer a first glance at the potential tenants and talent supply, as well as the challenges of starting and operating a restaurant incubator.

## Section IV: Recommendations

### Short-term recommendations

#### *Factors need to be considered for the incubator*

- Goals of the facility
  - Job creation
  - Grow existing food businesses
  - Strengthen local food systems
  - Build community
  - Encourage entrepreneurship
  - Future revenue for the city
- Who will use it
  - Local entrepreneurs
  - Culinary graduates from surrounding areas
  - Chefs from the MSP metro area
- Incubator format
  - Shared kitchen space with eating and event space
  - Food trucks accessible
- Support services
  - Development-friendly

- Business licensing support
- Business development and strategy support
- Training support - Collaborate with local culinary programs

### ***Current attraction points within 5-10 minute drive of the COR***

Ramsey should leverage the following attraction points near the COR to attract potential tenants.

- PACT school: 660 students, 35 teachers<sup>19</sup>
  - Fast-casual/delivery for teacher's lunch
  - Catering for school events
  - Farm to school program is another initiative aimed at local food movement; complementary venue
- VA outpatients clinic<sup>20</sup>
  - Open M-F closes at 4:30 pm
  - Fast-casual/delivery for lunch
  - Fast-casual or full-service for dinner
- Allina Health Ramsey Clinic<sup>21</sup>
  - Open M-F closes at 5 or 7 pm
  - Fast-casual/delivery for lunch
  - Fast-casual or full-service for dinner
- Northgate Church <sup>22</sup>
  - Occupies a large building
  - 200+ twitter followers
  - Fast-casual or full-service for Sunday lunch/brunch
  - Catering for church events
- Adrenaline Sports Center<sup>23</sup>
  - 602 facebook followers
  - Fast-casual/delivery for lunch and dinner
  - Catering, food truck for lunch and dinner
  - Fresh, locally grown product

### ***Recommendations***

Overall, our findings suggest that the Ramsey CDA is currently underserved in terms of full-service restaurants. However, we also found that it is difficult to make profit for a food incubator. We think it is very likely that a restaurant incubator in Ramsey will

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<sup>19</sup><https://nces.ed.gov/globallocator/index.asp?search=1&State=MN&city=&zipcode=&miles=&itemname=pact&sortby=name&School=1&PrivSchool=1&College=1&CS=7902045A>

<sup>20</sup> <https://www.minneapolis.va.gov/locations/NorthwestMetro.asp>

<sup>21</sup> <https://wellness.allinahealth.org/locations/85>

<sup>22</sup> <http://ngatechurch.org/>

<sup>23</sup> <https://adrenalinesc.com/>

not make profit in operation. However, we also recommend the city consider the societal impact of the restaurant incubator; empowering small-businesses owned by women, minority or low-income groups as well as serving the needs of local residents.

Additionally, the high median income is a huge asset for Ramsey. It shows the economic stability of the current residents and should be used as an attraction for potential tenants at the restaurant incubator and other related developments. Finally, a huge amount of available land is also an asset for Ramsey. The city should couple this with appropriate policies that smooth the business development initiatives on these tracts of land. The city should also leverage current attraction points around the COR to attract new tenants.

During our research, we found several caterers and home-based food businesses located in Ramsey. We think if the city can consolidate these businesses into one incubator space and provide training and supportive services it will likely to help the businesses to save on cost and expand beyond their current capacity.

Pricing of the incubator should be in-line with local competitors. This will ensure a steady revenue for the incubator, whether it is non-profit or for-profit. A detailed “price-benefit map” analysis can be very helpful for determining a sustainable price model for the incubator. It is also very important to factor in the services that are being offered in the incubator to cater to the needs of the tenants.

Finally, the city needs to consider the funding source of the incubator. We think it is unlikely that a private for-profit company will be interested in operating an incubator, due to low-profit margin. From our survey of nationwide incubators, it appears several incubators located in rural regions are supported by state or federal grants. Additional efforts are needed to identify additional funding sources.

## **Long-term recommendations**

The population and number of households in Ramsey is going to increase and so will the opportunity/gap in retail and food and dining services. Careful strategic planning is needed to meet the demand of the residents to keep food-related spending within the city. The city should complement the services offered at nearby retail nodes by providing a novel development in Ramsey, such as a food incubator. In the long-term, the city should provide additional support, such as licensing process assistance and business classes, to incubator tenants to encourage the establishment of new restaurants. In addition, the incubator should closely follow the food trends of the country and region and frequently update the food offerings. Ramsey can leverage its unique development opportunity to become a culinary destination in the region.

# Appendix

## Appendix I: Local Restaurant Survey Emails

Dear xxx,

My name is xxx and I am a graduate student at the University of Minnesota. I am working with the Office of University Economic Development to study restaurant businesses, specifically to identify the obstacles impacting business growth and expansion.

We were wondering if you would be able to connect us to someone that can help answer a few questions regarding your business.

If you prefer answering our survey question via email, here are the questions we are interested in.

1) How long are you in business?

2) Business – type of foods provided

3) What sort of amenities would an incubator provide for your business specifically?  
What disadvantages are you currently facing in your available kitchen space?

4) Would you be interested in expanding your business in surrounding communities if there is a restaurant incubator available?

Other comments

Note: The information you provided will help us create an economic impact report. We may use your business by name as a case study in this report, which will be available to the public.

Please indicate if you allow us to use the information you provided as a case study in our report.

Yes \_\_\_\_\_

No \_\_\_\_\_

Would you be interested in helping us with a follow up questionnaire ?

Yes \_\_\_\_\_

No \_\_\_\_\_

## Appendix II: Locally Grown Survey Emails

Dear xxx,

My name is xxx and I am a graduate student at the University of Minnesota. I am working with the Office of University Economic Development to study locally-owned food businesses, specifically to identify gaps in workforce training.

We were wondering if you would be able to connect us to someone that can help answer a few questions regarding your business.

If you prefer answering our survey question via email, here are the questions we are interested in.

1) How long are you in business?

2) Business – type of foods provided

3) What sort of amenities would an incubator provide for your business specifically?  
What disadvantages are you currently facing in your available kitchen space?

4) Would you need new workforce job training and business expansion opportunities?

Other comments

Note: The information you provided will help us create an economic impact report. We may use your business by name as a case study in this report, which will be available to the public. Please indicate if you allow us to use the information you provided as a case study in our report.

Yes \_\_\_\_\_

No \_\_\_\_\_

Would you be interested in helping us with a follow up questionnaire ?

Yes \_\_\_\_\_

No \_\_\_\_\_

## Appendix III: Food Truck Survey Emails

Dear xxx,

My name is xxx and I am a graduate student at the University of Minnesota. I am working with the Office of University Economic Development to study food truck businesses, specifically to identify the obstacles impacting business growth and expansion.

We were wondering if you would be able to connect us to someone that can help answer a few questions regarding your business.

If you prefer answering our survey question via email, here are the questions we are interested in.

1) How long are you in business?

2) Did your business grow in the past year?

3) Which city (cities) do you most often operate your food truck (urban/suburban)?

Why do you choose to operate in that city (cities)?

What obstacles do you face when grow and expand your business in the city (cities)?

4) The state of Minnesota requires food trucks to perform off-site preparation and storage be done at a licensed food establishment.

Where do you perform off-site preparation and store your food? Could you share the name of the business?

What is the benefit of this establishment.

Note: The information you provided will help us create an economic impact report. We may use your business by name as a case study in this report, which will be available to the public.

Please indicate if you allow us to use the information you provided as a case study in our report.

Yes \_\_\_\_\_

No \_\_\_\_\_

Would you be interested in helping us with a follow up questionnaire ?

Yes \_\_\_\_\_

No \_\_\_\_\_

## Appendix IV: Restaurant Incubator Survey Emails

Dear xxx,

My name is xxx and I am a graduate student at the University of Minnesota. I am working with the Office of University Economic Development to study food incubator businesses, specifically to identify the obstacles impacting business growth and expansion.

We were wondering if you would be able to connect us to someone that can help answer a few questions regarding your business.

If you prefer answering our survey question via email, here are the questions we are interested in.

- 1) How long are you in business?
- 2) What are the obstacles that you faced when starting and continuing your business?
- 3) Are you operating as non-profit or for-profit? If you are non-profit, what is your funding source?
- 4) Total tenant and capacity.
- 5) Do you have a event/dining area for customers?

Other comments

Note: The information you provided will help us create an economic impact report. We may use your business by name as a case study in this report, which will be available to the public.

Please indicate if you allow us to use the information you provided as a case study in our report.

Yes \_\_\_\_\_

No \_\_\_\_\_

Would you be interested in helping us with a follow up questionnaire ?

Yes \_\_\_\_\_

No \_\_\_\_\_

## **Appendix V: Important Links**

Link to the Google survey for the culinary schools.

[https://docs.google.com/forms/d/e/1FAIpQLSesGQ78CG1YXV9QwHipsSee9W1Yy7RqXbfW8EW7ieSehFOQzA/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSesGQ78CG1YXV9QwHipsSee9W1Yy7RqXbfW8EW7ieSehFOQzA/viewform?usp=sf_link)

Link to the interactive Google Map.

<https://drive.google.com/open?id=1O0HEqOTU4ITGjcirNCZVkOleuP1UgFy>

**Meeting Date:** 08/09/2018

**By:** Mark Riverblood, Engineering/Public Works

**Information**

**Title:**

**Schedule Ribbon Cutting Ceremony for the Trott Brook Boardwalk—September 13<sup>th</sup> 2018**

**Purpose/Background:**

The last regular outdoor meeting of the Park and Recreation Commission was scheduled for September 13th, 2018 at Pearson Park. As the nature-based play area is not constructed yet (the Developer may have the grading complete for the park in August), Staff is recommending that the Commission's meeting be relocated to the Trott Brook Boardwalk that will be complete in August.

This location also lends itself nicely for a ribbon cutting at the boardwalk, to celebrate 'closing the gap' on this important segment of the Circle of Ramsey Greenway—and the connections made to hundreds of households in the area.

**Notification:**

**Observations/Alternatives:**

Attached for informational purposes, are two separate plans and specifications for the project that illustrate the scope of the project, that will be completed significantly under budget.

**Funding Source:**

N/A

**Recommendation:**

Staff recommends relocating the September regular meeting location to the new Trott Brook Boardwalk, and incorporating a ribbon cutting ceremony.

**Action:**

Motion to relocate the September regular meeting location to the new Trott Brook Boardwalk, and incorporate a ribbon cutting ceremony.

**Attachments**

Bid Specs - boardwalk

RFQ - paving

**Form Review**

**Inbox**

Grant Riemer

Form Started By: Mark Riverblood

Final Approval Date: 08/03/2018

**Reviewed By**

Grant Riemer

**Date**

08/03/2018 07:47 AM

Started On: 08/02/2018 03:22 PM

**CONTRACT DOCUMENTS AND  
TECHNICAL SPECIFICATIONS FOR  
CITY OF RAMSEY, MINNESOTA**

**IP 18-08 TROTT BROOK BOARDWALK**



Prepared By:

City of Ramsey  
7550 Sunwood Drive N.W.  
Ramsey, Minnesota 55303  
(763) 433-9820

## ADVERTISEMENT FOR BIDS

The City of Ramsey will receive sealed bids until February 5th, 2018, at 10:30 a.m. for furnishing all labor, material, machinery and tools necessary for City Improvement Project 18-08 Trott Brook Boardwalk, at which time bids will be publicly opened at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, MN, 55303.

The boardwalk shall be comprised of all ACQ or MCA treated wood, and include 8' x 8' sections of 2 x 8's with galvanized joist hangers, through-bolted together, and decked with 2 x 10's secured by 3 1/2" GRK Structural Screws. Square, 4 x 4 posts will support and level the approximate 1,500' foot structure with galvanized brackets and pans, placed upon the wetland's surface. A 2 x 4 'curb' structure on both edges will be elevated by regularly spaced blocks functioning as a low 'truss', tying each boardwalk section together as a solid unit.

It is anticipated that a Construction Contract will be awarded on February 12<sup>th</sup>, 2018, and that work may begin on or about February 26<sup>th</sup>, 2018.

The contract documents may be examined at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, MN, 55303. Copies of the contract documents may be obtained at the above address. The contract documents shall also be available on QuestCDN. These documents may be downloaded by selecting this project and by entering eBidDoc Number 5497165 on the Search Projects page. For assistance and free membership registration, contact QuestCDN at (952) 233-1632 or info@questcdn.com.

All bids shall be submitted in sealed envelopes plainly marked "IP 18-08 Trott Brook Boardwalk". If mailed, bids should be placed in a separate envelope and mailed to the City address noted above to the attention of Parks Superintendent, Mark Riverblood.

Each bidder shall submit, with the proposal, a bidder's bond made payable to the City of Ramsey in the amount of 5% of the total bid. No bidder may withdraw their bid for at least 45 days after the scheduled closing time for the receipt of bids. The City of Ramsey reserves the right to reject any or all bids, and to waive informalities.

By order of the City of Ramsey, Minnesota: January 9<sup>th</sup>, 2019

Published:

Anoka County Union Herald January 12<sup>th</sup>, 19<sup>th</sup> and 26<sup>th</sup>, 2018

Finance and Commerce January 12<sup>th</sup> 19<sup>th</sup>, and 26<sup>th</sup>, 2018

## **INFORMATION FOR BIDDERS**

BIDS will be received by the CITY OF RAMSEY (hereinafter called the "OWNER") at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, MN 55303 until February 5<sup>th</sup>, 2018, at 10:30 a.m., and then at said office publicly opened and read aloud.

Each BID must be submitted in a sealed envelope, addressed to Parks Superintendent Mark Riverblood, at the City of Ramsey. Each sealed envelope containing a BID must be plainly marked on the outside as "IP 18-08; Trott Brook Boardwalk" and the envelope shall bear on the outside the name of the BIDDER, and their address and license number if applicable. If mailed, bids should be placed in a separate envelope and mailed to the City address noted above to the attention of Parks Superintendent Mark Riverblood.

All BIDS must be made on the required BID FORM. All blank spaces for BID prices must be filled out in ink or typewritten and the BID FORM must be fully completed and executed when submitted. Only one (1) copy of the BID FORM is required.

The OWNER may waive any informality or minor defects or reject any and all BIDS. Any BID may be withdrawn prior to the above scheduled time for the opening of BIDS or authorized postponement thereof. Any BID received after the time and date specified shall not be considered. No BIDDER may withdraw a BID within forty five (45) days after the actual date of the opening thereof. Should there be reasons why the contract cannot be awarded within the specified period; the time may be extended by mutual agreement between the OWNER and the BIDDER.

BIDDERS must satisfy themselves of the accuracy of the estimated quantities in the BID documents, by examination of the site, the sample boardwalk in place, and a review of the drawings and specifications, including any ADDENDA. After BIDS have been submitted, the BIDDER shall not assert that there was a misunderstanding concerning the quantities of WORK or of the nature of the WORK to be done.

The OWNER shall provide to BIDDERS all information which is pertinent to, and delineates and describes, the land owned and rights-of-way boundaries. The OWNER will provide field stakes delineating the proposed boardwalk alignment during the bidding process.

The CONTRACT DOCUMENTS contain the provisions required for the construction of the PROJECT. Information obtained from an officer, agent or employee of the OWNER or any other person shall not affect the risks or obligations assumed by the CONTRACTOR or relieve the CONTRACTOR from fulfilling any of the conditions of the contract.

Each BID must be accompanied by a BID BOND for at least five percent (5%) of the total amount of the BID, made payable to the City of Ramsey. As soon as the BID prices have been compared, the OWNER will return the BONDS of all except the three (3) lowest responsible BIDDERS. When the AGREEMENT is executed, the BONDS of the two remaining unsuccessful BIDDERS will be returned. The BID BOND of the successful BIDDER will be retained until all materials are on

City Property and/or the project is substantially complete. **A certified check may be used in lieu of a BID BOND.**

The party to whom the contract is awarded will be required to execute the AGREEMENT and within ten (10) calendar days from the date when NOTICE OF AWARD is delivered to the BIDDER. The NOTICE OF AWARD shall be accompanied by the necessary AGREEMENT and forms. In case of failure of the BIDDER to execute the AGREEMENT, the OWNER may at its option consider the BIDDER in default; in which case the BID BOND accompanying the proposal shall become the property of the OWNER.

The OWNER, within ten (10) days of receipt of an acceptable AGREEMENT signed by the party to whom the AGREEMENT was awarded, shall sign the AGREEMENT and return to such party an executed duplicate of the AGREEMENT. Should the OWNER not execute the AGREEMENT within such period, the BIDDER may give WRITTEN NOTICE to withdraw his/her signed AGREEMENT. Such notice of withdrawal shall be effective upon receipt of that WRITTEN NOTICE by the OWNER.

The NOTICE TO PROCEED shall be issued within ten (10) days of the execution of the AGREEMENT by the OWNER. Should there be reasons why the NOTICE TO PROCEED cannot be issued within such period; the time may be extended by mutual agreement between the OWNER and CONTRACTOR. If the NOTICE TO PROCEED has not been issued within the ten (10) day period or within the period mutually agreed upon, the CONTRACTOR may terminate the AGREEMENT without further liability on the part of either party.

The OWNER may make such investigations as he/she deems necessary to determine the ability of the BIDDER to perform the WORK and the BIDDER shall furnish to the OWNER all such information and data for this purpose as the OWNER may request. The OWNER reserves the right to reject any BID if the evidence submitted by, or investigation of, such BIDDER fails to satisfy the OWNER that such BIDDER is properly qualified to carry out the obligations of the AGREEMENT and to complete the WORK contemplated therein.

A conditional or qualified BID will not be accepted. Award will be made to the lowest responsible BIDDER.

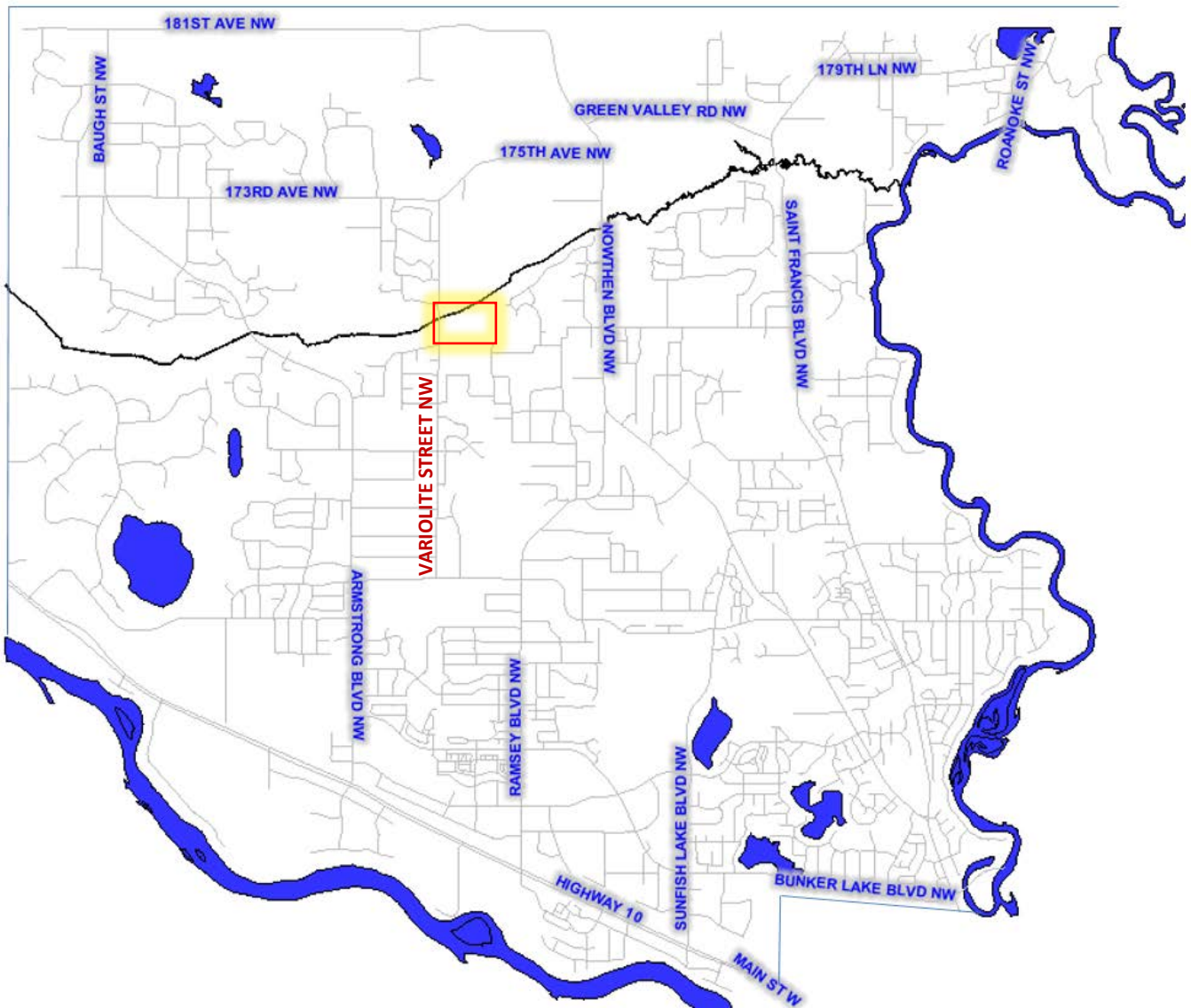
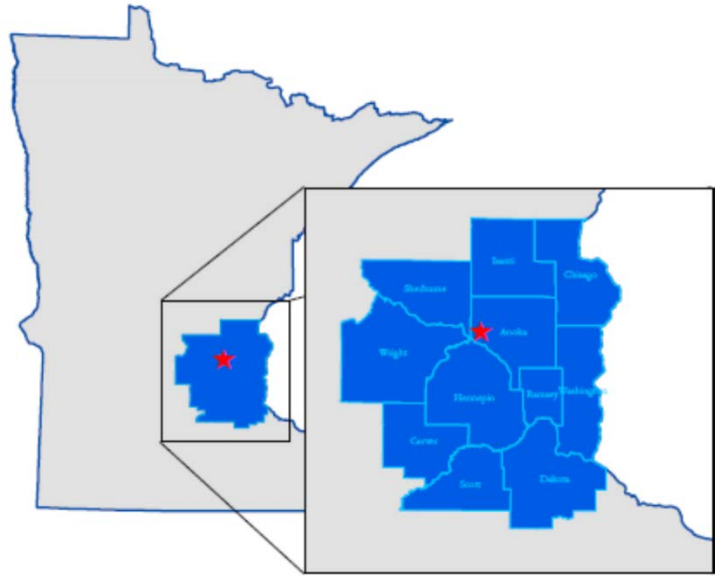
All applicable laws, ordinances and the rules and regulations of all authorities having jurisdiction over construction of the PROJECT shall apply to the contract throughout.

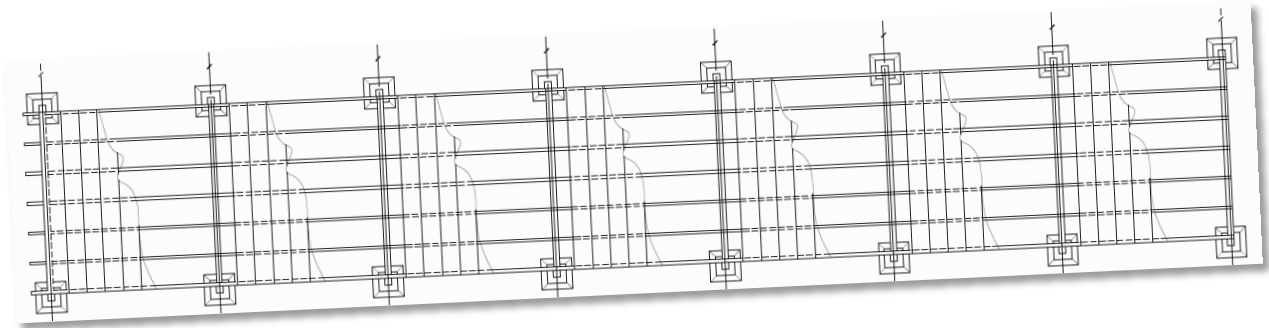
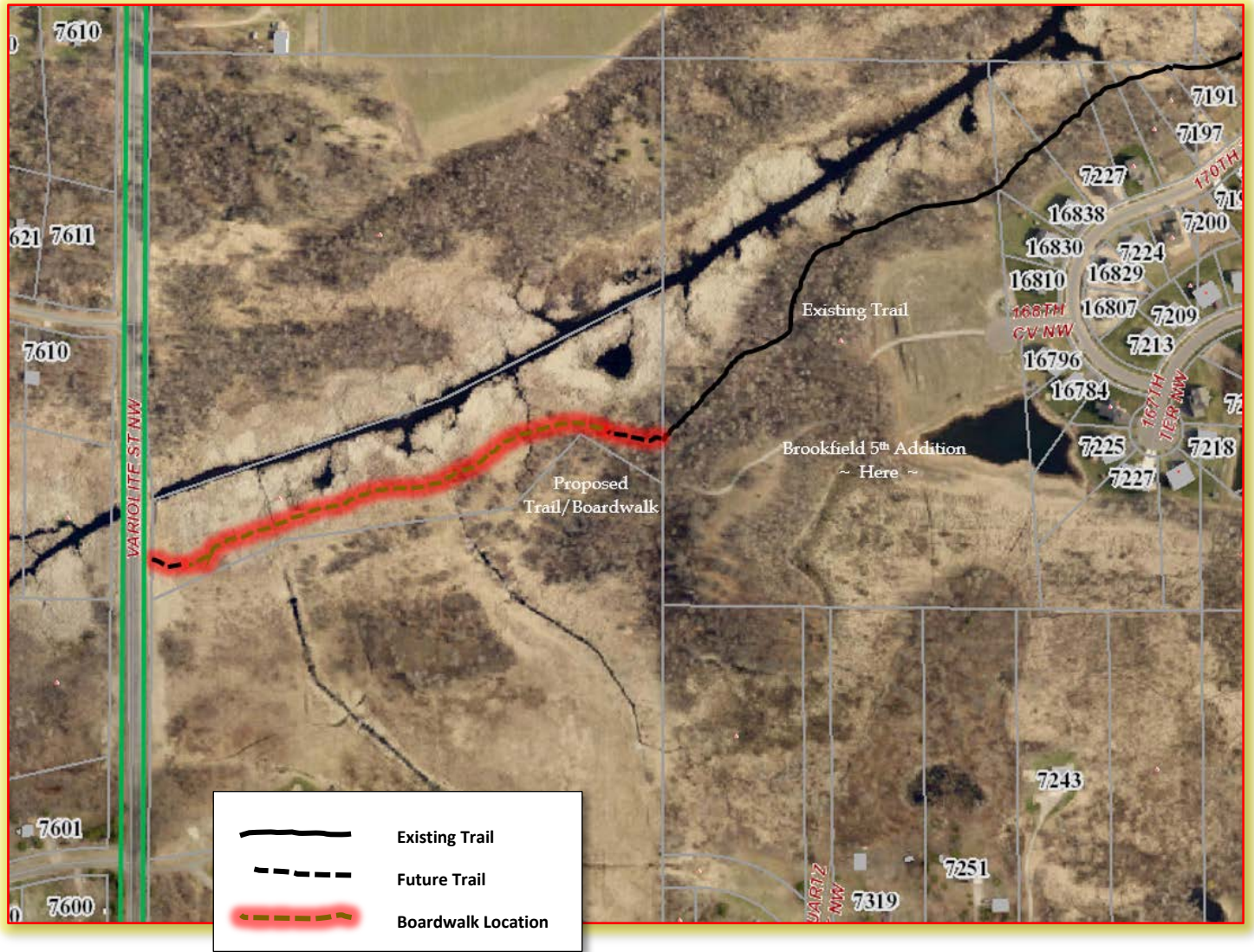
Each BIDDER is responsible for inspecting the site and for reading and being thoroughly familiar with the CONTRACT DOCUMENTS. The failure or omission of any BIDDER to do any of the foregoing shall in no way relieve any BIDDER from any obligation in respect to their BID.

The low BIDDER shall supply the names and addresses of major material SUPPLIERS and SUBCONTRACTORS when requested to do so by the OWNER.

The OWNER'S representative is Mark Riverblood, Parks Superintendent, 7550 Sunwood Drive NW, Ramsey, MN 55303; telephone (763) 433-9853

# SITE LOCATION





(Boardwalk Plan View)

## BID PROPOSAL

This Bid is submitted to the City of Ramsey for City Improvement Project #18-08 - **Trott Brook Boardwalk.**

That \_\_\_\_\_, the undersigned bidder, proposes and agrees, if this bid is accepted, to enter into an agreement with the Owner in the form included in the contract documents to perform and furnish all work as specified or indicated in the contract documents for the Contract Price and within the contract time indicated in this Bid and in accordance with the other terms and conditions of the contract documents.

In submitting this bid, bidder represents, as more fully set forth in the Agreement, that:

- (a) Bidder has examined copies of all bidding documents and of the following addenda (receipt of all which is hereby acknowledged):

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- (b) Bidder has familiarized him/herself with the nature and extent of the contract documents, work, site, locality and all local conditions and laws and regulations that in any manner may affect cost, progress, performance or furnishing of the work.
- (c) Bidder has given the Owner written notice of all conflicts, errors or discrepancies that it has discovered in the contract documents and the written resolution thereof by the Owner is acceptable to bidder.
- (d) This bid is genuine, is not made in the interest of or on behalf of any undisclosed person, firm or corporation, and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; bidder has not directly or indirectly induced or solicited any other bidder to submit a false or sham bid; bidder has not solicited or induced any person, firm or corporation to refrain from bidding and bidder has not sought by collusion to obtain for itself any advantages over any other bidder or over owner.
- (e) Bidder agrees that the work will be completed by June 1, 2018.
- (f) A bid bond in the amount of five percent (5%) of the bid contained herein is attached. This bid bond shall be forfeited if the bidder fails to execute and file the required contract within ten (10) days after notification of the bid award by the owner.

(g) The contractor agrees to perform all work described in the contract documents for the lump sum payment of the completed boardwalk, **based upon the lineal footage as constructed and accepted.**

**BID PROPOSAL**

The Trott Brook Boardwalk is estimated to be < 1,500' feet in length when completed, consisting of *approximately* 188, 8' x 8' panels.

<b>ITEM</b>	<b>UNIT</b>	<b>QUANTITY</b>	<b>UNIT PRICE</b>	<b>EXTENSION</b>
BOARDWALK @ 8 FEET WIDE	LF	1,500'	\$ _____	\$ _____
<b>TOTAL BID</b>				<b>\$ _____</b>

This Bid Submitted by:

If Bidder is:

An Individual

Name (typed or printed): \_\_\_\_\_

By: \_\_\_\_\_ (SEAL)  
(Individuals Signature)

Doing Business as: \_\_\_\_\_

A Partnership

Partnership Name: \_\_\_\_\_  
(SEAL)

By: \_\_\_\_\_  
(Signature of general partner - attach evidence of authority to sign)

Name (typed or printed): \_\_\_\_\_

A Corporation

Corporation Name: \_\_\_\_\_  
(SEAL)

State of Incorporation: \_\_\_\_\_  
Type: \_\_\_\_\_

By: \_\_\_\_\_  
(Signature of general partner - attach evidence of authority to sign)

Name (typed or printed): \_\_\_\_\_

Title: \_\_\_\_\_  
(CORPORATE SEAL)

Attest: \_\_\_\_\_  
(Signature of Corporate Secretary)

Date of Qualification to do business in Minnesota is: \_\_\_\_\_

A Joint Venture

Name of Joint Venture: \_\_\_\_\_  
(SEAL)

First Joint Venturer Name: \_\_\_\_\_

By: \_\_\_\_\_  
(Signature of first joint venture partner - attach evidence of authority to sign)

Name (typed or printed): \_\_\_\_\_

Title: \_\_\_\_\_

Second Joint Venturer Name: \_\_\_\_\_

By: \_\_\_\_\_  
(Signature of second joint venture partner - attach evidence of authority to sign)

(Each joint venture must sign. The manner of signing for each individual, partnership, and corporation that is party to the joint venture should be in the manner indicated above.)

Bidders Business Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Submitted on \_\_\_\_\_, 2018

State Contractor License No. \_\_\_\_\_. (If Applicable)

**RESPONSIBLE CONTRACTOR**

In accordance with Laws of Minnesota, 2014, chapter 253 (Minnesota Statutes §16C.285), Bidders are hereby advised that the Department cannot award a construction contract in excess of \$50,000 unless the contractor is a “responsible contractor” as defined in Minnesota Statutes §16C.285, subdivision 3. A bidder submitting a Proposal for this Project must verify that it meets the minimum criteria specified in Minnesota Statutes §16C.285, subdivision 3, by completing the Responsible Contractor Certificate within this Proposal. Statements in the certificate must be certified by a company officer. Bidders are responsible for obtaining verifications of compliance from all subcontractors, using a form provided by the Department. A bidder must submit signed verifications from subcontractors upon the Department’s request.

A Bidder or subcontractor who does not meet the minimum criteria established in Minnesota Statutes §16C.285, subdivision 3, or who fails to verify compliance with the minimum requirements, will not be a “responsible contractor” and will be ineligible to be awarded the Contract for this Project or to work on this Project. Bidders and subcontractors are also advised that making a false statement verifying compliance with any of the minimum criteria will render the Bidder or subcontractor ineligible to be awarded a construction contract for this Project and may result in the termination of a contract awarded to a Bidder or subcontractor that makes a false statement.

**STATE OF MINNESOTA - RESPONSIBLE CONTRACTOR CERTIFICATE**

Applies to all prime contracts in excess of \$50,000

A responsible contractor is defined in Minnesota Statutes §16C.285, subdivision 3.

Any prime contractor or subcontractor who does not meet the minimum criteria under Minnesota Statutes §16C.285, subdivision 3, or who fails to verify that it meets those criteria, is not a responsible contractor and is not eligible to be awarded a construction contract for the project or to perform work on the project.

A false statement under oath verifying compliance with any of the minimum criteria shall render the prime contractor or subcontractor that makes the false statement ineligible to be awarded a construction contract for the project and may result in termination of a contract awarded to a prime contractor or subcontractor that makes a false statement.

A prime contractor shall submit to the contracting authority upon request copies of the signed verifications of compliance from all subcontractors of any tier pursuant to subdivision 3, clause 7.

By signing this statement, I, \_\_\_\_\_ (typed or printed name),  
\_\_\_\_\_ (title), certify that I am an owner or officer of the company  
and do verify under oath that my company is in compliance with each of the minimum criteria  
listed in the law.

\_\_\_\_\_  
*(name of the person, partnership or corporation submitting this proposal)*

\_\_\_\_\_  
*(business address)*

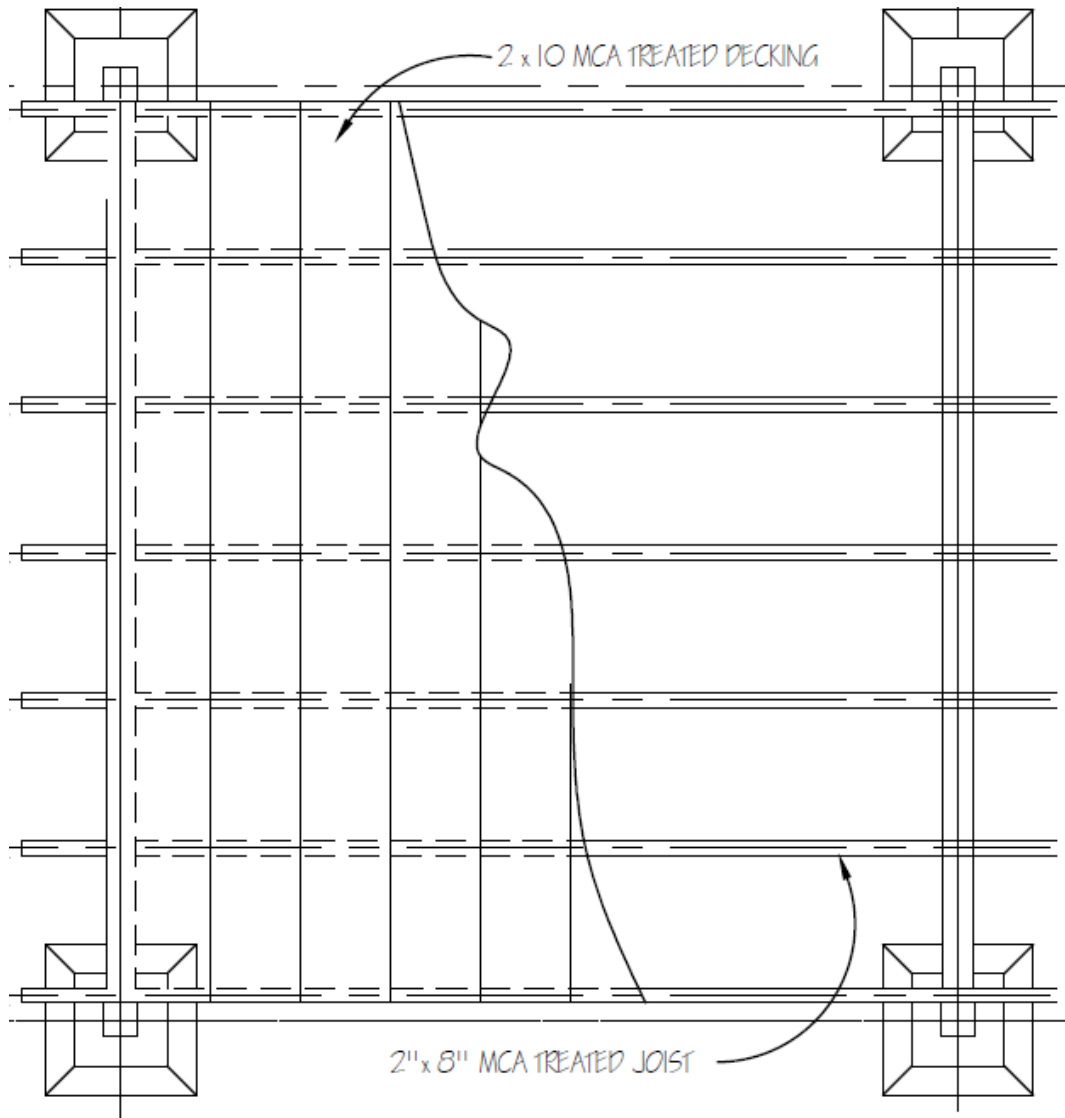
Signed: \_\_\_\_\_  
*(bidder or authorized representative)*

\_\_\_\_\_  
*Date*

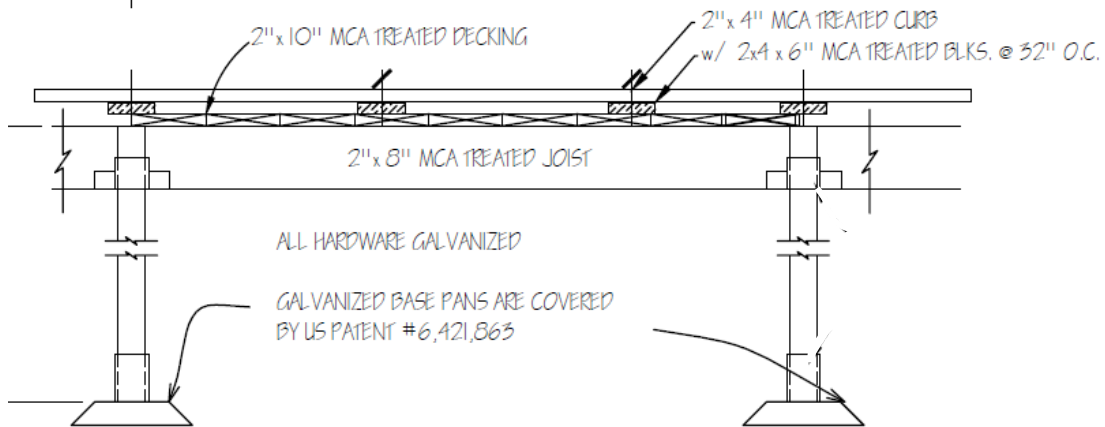
## BID SPECIFICATIONS

### 1. Project Scope:

The Trott Brook Boardwalk is estimated to be 1,500' feet when completed, consisting of *approximately* 188, 8' x 8' panels, each made with 7, 2 x 8 'rails' or joists, with an 8' foot 'cap' on each end (as shown below). Each section shall be through-bolted in at least four places to the adjoining section. The boardwalk will have 4 or 5, (approximately 22 degree or less) turns.



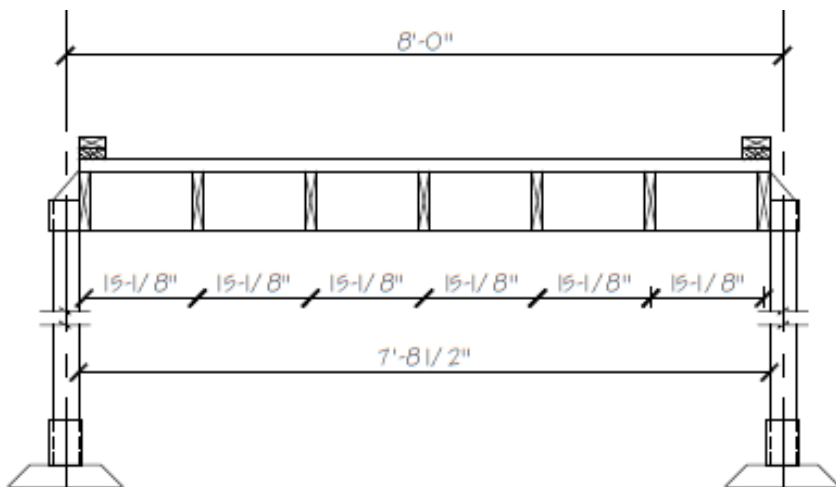
Traverse decking shall consist of 2 x 10's, with an elevated 2 x 4 'curb' on each edge. Each section shall be elevated and supported by galvanized brackets and pans as shown, with a clearance below the deck of between 12" and 24" (varies), to account for uneven ground and to allow the passage of animals.



Elevated Curb Detail Above



Hot dipped galvanized footing support pans and 4 x 4 brackets manufactured by Custom Manufacturing Inc., or approved equal.



12" to 24" Varies (boardwalk deck surface to remain level)

## 2. Boardwalk design Loads:

- ~ Design Dead Load on Deck 10 PSF
- ~ Design Live Load on Deck 40 PSF

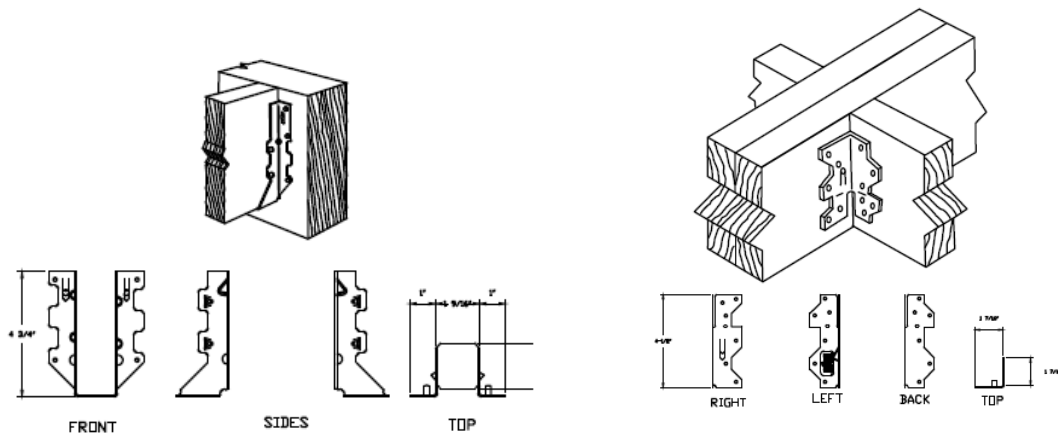
## 3. Material Specifications: All materials shall meet or exceed the following specifications:

~ Structural dimensional lumber shall be No. 2 Southern Pine or better, and be graded in accordance with National Design Specifications for wood construction. All lumber shall conform to the requirements of the applicable grading rules agency – a grading agency certification is required on all lumber material. ***No warped lumber shall be used.***

~ All wood used shall be arsenic free and ACQ or MCA treated to UC4A standards for ground contact (4 x 4 supports) and UC3B for all other lumber.

~ *All hot dipped galvanized footing support pans (standard size) and 4 x 4 brackets (pictured above) shall be manufactured by Custom Manufacturing Inc. of Clinton, Wisconsin or approved equal.*

~ Joist hangers (10, per 8' x 8' panel) and inside corner brackets (4, per 8' x 8' panel) shall be galvanized or zinc coated.



~ All lumber shall be pre-stained brown, or stained brown on site.

~ Deck with ¼ x 3 ½ GRK Structural Screws- Climetek Finish, or approved equal.

In any event of a discrepancy within these specifications, or an instance of an omission in details, the existing boardwalk depicted at the beginning of this document (within the City of Ramsey), shall be consulted for guidance in the interpretation of materials, or methods of construction.

**4. Construction Methods:**

All material shall be well manufactured. All lumber shall be straight, well sawn, sawed square at ends, and opposite surfaces parallel unless otherwise specified (E.g. 22 degree corners). Workmanship shall be first class throughout. All screws shall be properly set to ensure the heads are flush or *slightly* recessed with the surface of the wood decking. Proper pre-drilling of holes for screws (as may be necessary) shall be performed to avoid splitting the lumber.

All construction is intended to be from the West, at Variolite Street and progress East to the project termini.

**5. Basis of Payment:**

Payment for the boardwalk shall be made based upon the lineal foot, as measured with the Owner upon completion; and include all costs associated with fabrication, construction/installation and include material delivery, mobilization, with any other costs considered incidental.

## **CITY SPECIAL PROVISIONS**

### **1. General**

These Special Provisions contain items of specific instruction and subject matter concerning construction detail and/or are modifications to the General Conditions and Standard Specifications. The Contractor shall conduct his/her work in conformance with the specifications set forth herein and in accordance with the Minnesota Department of Transportation Standard Specifications for Construction (as may be applicable), 2016 Edition, which is incorporated by reference to these specifications.

## **2. Project Schedule**

The City of Ramsey anticipates, but does not guarantee award of this project, on February 12<sup>th</sup>, 2018. Construction is foreseen to commence on or about February 26<sup>th</sup>, 2018.

## **3. Working Hours**

The work shall be carried out during normal daylight working hours in accordance with local ordinance and so as not to cause any unreasonable nuisance to affected residents. Under emergency conditions, this limitation may be waived in writing by the Owner. Normal working hours in the City of Ramsey are considered to be from 7:00 a.m. to 10:00 p.m. on Monday through Saturday. The contractor shall provide 72 hour advance notice before working on Saturday. City Council approval is required for Sunday work.

## **4. Maintenance of Traffic**

All traffic control devices **if required**, shall conform and be installed in accordance to:

- The “Minnesota Manual on Uniform Traffic Control Devices” (MN MUTCD);
- Part 6, “Field Manual for Temporary Traffic Control Zone Layouts” (Field Manual);
- The Speed Limits in Work Zones Guideline;
- The Minnesota Flagging Handbook;
- The Minnesota Standard Signs Manual;
- The Traffic Engineering Manual;

The Contractor shall submit the proposed traffic control layout, to the Owner for approval at least five (5) days prior to the start of construction. The Contractor shall modify his/her proposed traffic control layout and/or devices as deemed necessary by the Owner.

The Contractor shall notify the local Police and Fire Departments prior to commencing construction that will restrict traffic on any City street to the degree that emergency traffic could not be immediately facilitated. The Contractor shall provide necessary signs, flashers and barricades for any parking or driving lane closures. All signing shall conform to the MnDOT Manual of Uniform Traffic Control Devices. All plans for lane closures shall be submitted to the Owner for approval prior to any closures.

The cost of all work related to continuation and control of traffic, including maintenance of traffic, provision of continued access, and the placement, maintenance or removal of traffic control devices should be included within the bid for the boardwalk's construction as incidental. In the event the Contractor fails to maintain the street free of debris or provide signing, the Owner may perform the work and deduct the cost from any amount due the Contractor.

#### **5. Cleanup and Restoration**

When the work has been completed, the Contractor shall remove from the site all extra materials, equipment, debris and other supplies. All surfaces disturbed during the construction period shall be returned to their original condition or better.

#### **6. Work Area**

The Contractor's operations shall be confined to the Public Park (wetland) and adjoining Right of Way of Variolite Street. The Contractor shall secure the permission of the Owner if he/she wishes to store materials, vehicles and equipment elsewhere.

#### **7. Permits**

The Contractor will be required to obtain a City contractor's license.

#### **8. Barricades, Guards and Safety Equipment**

To protect persons from injury and to avoid property damage, adequate barricades, construction signs, warning lights, and guards as required shall be placed and maintained by the contractor during the progress of the construction work near Variolite Street. All materials which may serve as obstructions to traffic or be deemed hazards shall be enclosed by fences or barricades and shall be protected by adequate lighting when visibility is poor. The rules and regulations of local authorities respecting safety provisions shall be observed.

## **9. Preconstruction Conference Required**

Prior to initiating the work a preconstruction conference shall be scheduled and held with the contractor and his/her subcontractors (if any), the City, or others with an interest in the project. The Contractor shall prepare and submit a list of subcontractors, material suppliers, and material submittals that are required to comply with specified standards if requested, and will submit certificates of compliance or a schedule for compliance submittal.

No work is authorized on the project until the Notice to Proceed is issued. Once work has commenced, the Contractor shall continuously pursue completion in accordance with the approved schedule.

## **10. Construction Staking**

Boardwalk alignment staking shall be provided by the Owner. Confirmation of the alignment and locations of 4 or 5 turns will be verified in the field, together with the Owner and Contractor. The Contractor shall be responsible for compliance with ADA requirements of the boardwalk (vertical separation, side slopes and grade elevation transitions).

## **11. Protection of Utilities**

The Contractor is advised that utilities which include electric, gas, telephone, cable TV, fiber optic lines, and water and sanitary sewer may be located within the project area near Variolite Street. The Contractor shall comply with the provisions of Minnesota Statutes Chapter 216 related to underground construction and utility protection (Gopher State One call).

## **12. Maintenance during Construction**

Once the Contractor commences work on the project, the construction area shall be maintained for the remainder of the project by the Contractor at their expense. Necessary signs and barricades shall be furnished by the Contractor. The Contractor is required to place a portable biffy on site, or mandate that all workers utilize the restrooms at Central Park.

### **13. Basis of Payment and Project Acceptance**

Payment shall be made for the work performed, upon the lineal measurement of the centerline of the actual boardwalk constructed. The cost of any additional labor materials, tools and supplies which have not been specifically identified but required to complete the project as per the plans and specifications shall be considered incidental to the project as bid.

The project will be accepted and approved at the completion of all aspects of the construction, with the Owner and Contractor walking the boardwalk and finding that there is NO perceptible movement latterly or vertically, nor sounds of movement.

**CONSTRUCTION CONTRACT**

**THIS AGREEMENT** (the "Agreement") is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2018, by \_\_\_\_\_ and \_\_\_\_\_ between \_\_\_\_\_, a Minnesota Corporation (the "Contractor") and the City of Ramsey, a Minnesota Municipal Corporation, 7550 Sunwood Drive NW, Ramsey, Minnesota 55303 (the "Owner").

**WITNESSETH**

**WHEREAS**, the City of Ramsey proposes to construct an 8' foot wide wooden boardwalk, approximately 1,500' feet in length, with City Improvement Project No. 18-08 (the "Project"); and

**WHEREAS**, the plans and specifications necessary for construction of the Project are defined in the Contract Documents and Technical Specifications dated \_\_\_\_\_, 2018 (the "Contract Documents"); and

**WHEREAS**, the work required to complete the Project is defined in the Contract Documents (the "Work"); and

**WHEREAS**, the Contractor has made a written proposal and bid to the Owner to furnish the material, equipment, labor and everything necessary for the completion of the Work for the price and within the time schedule required by the Contract Documents; and

**WHEREAS**, the Contractor, as the lowest responsible bidder, has been awarded the contract for the Work by the City; and

**WHEREAS**, Contractor, in consideration of the payments hereinafter provided, for itself and its successors, as the case may be, hereby covenants and agrees to and with the Owner to perform the Work and furnish the material, under the supervision of the City Engineer; and

**WHEREAS**, Contractor acknowledges:

1. That it understands the Contract Documents;
2. That it has the equipment, technical ability, personnel and facilities to construct the Project in accordance with the Contract Documents and that it is licensed by all applicable agencies and governmental entities;

3. That the Contract Documents are, in its opinion, appropriate and adequate for the complete construction of the Project in a sound and suitable manner.

**NOW, THEREFORE**, in consideration of the mutual covenants contained herein, it is agreed and understood as follows:

1. Work Performance. Contractor shall perform the Work as described in the Contract Documents which are incorporated herein by reference. Contractor agrees to comply with all federal, state, and local laws and ordinances applicable to the services to be performed under this Agreement, including all safety standards. The Contractor shall be solely and completely responsible for conditions of the job site, including the safety of all persons and property during the performance of the services.
2. Commencement of Work. The Contractor shall commence work on the Project within ten (10) days of the date of the Notice to Proceed given by the City Engineer and shall have the Work substantially complete within the period specified in the Contract Documents. Failure to complete the work within this period will be cause for the Contractor to forfeit the amount as required by the Special Provisions terms of the Contract Documents and that it is appropriately licensed by all applicable agencies and governmental entities.
3. Contractor Compensation. The Owner shall compensate Contractor for the Work in the amount of \$\_\_\_\_\_ per lineal foot based upon the Contractor's accepted bid subject to any additions or deductions provided therein, payment shall be made pursuant to the payment provisions outlined in the Contract Documents.
4. Independent Contractor Relationship. It is expressly understood that the Contractor is an "independent contractor" and not an employee of the City. The Contractor shall have control over the manner in which the services are performed under this Agreement. The Contractor shall supply, at its own expense, all materials, supplies, equipment and tools required to accomplish the work contemplated by this Agreement. The Contractor shall not be entitled to any benefits from the City, including, without limitation, insurance benefits, sick and vacation leave, workers' compensation benefits, unemployment compensation, disability, severance pay, or retirement benefits.
5. Insurance Requirements.
  - A. Liability. The Contractor agrees to maintain commercial general liability insurance in a minimum amount of \$1,500,000 per occurrence; \$2,000,000 annual aggregate. The policy shall cover liability arising from premises,

- operations, products-completed operations, personal injury, advertising injury, and contractually assumed liability. The City shall be named as an additional insured.
- B. Automobile Liability. If the Contractor operates a motor vehicle in performing the services under this Agreement, the Contractor shall maintain commercial automobile liability insurance, including owned, hired, and non-owned automobiles, with a minimum liability limit of \$1,000,000, combined single limit.
  - C. Workers' Compensation. The Contractor agrees to comply with all applicable workers' compensation laws in Minnesota.
  - D. Certificate of Insurance. The Contractor shall, prior to commencing services, deliver to the City a Certificate of Insurance as evidence that the above coverage's are in full force and effect.
6. Indemnification. To the fullest extent permitted by law, the Contractor agrees to defend, indemnify and hold harmless the City, and its employees, officials, volunteers and agents from and against all claims, actions, damages, losses and expenses, including attorney fees, arising out of the Contractor's negligence or the Contractor's performance or failure to perform its obligations under this Agreement. The Contractor's indemnification obligation shall apply to the Contractor's subcontractor(s), or anyone directly or indirectly employed or hired by the Contractor, or anyone for whose acts the Contractor may be liable. The Contractor agrees this indemnity obligation shall survive the completion or termination of this Agreement.
7. Dispute Resolution. The Parties shall cooperate and use their best efforts to ensure that the various provisions of the Agreement are fulfilled. The Parties agree to act in good faith to undertake resolution of disputes, in an equitable and timely manner and in accordance with the provisions of this Agreement. If disputes cannot be resolved informally by the Parties, the following procedures shall be used:
- A. Whenever there is a failure between the Parties to resolve a dispute on their own, the Parties shall first attempt to mediate the dispute. The parties shall agree upon a mediator, or if they cannot agree, shall obtain a list of court-approved mediators from the Anoka County District Court Administrator and select a mediator by alternately striking names until one remains. The City shall strike the first name followed by the Contractor, and shall continue in that order until one name remains.
  - B. Litigation. If the dispute is not resolved within thirty (30) days after the end of mediation proceedings, the Parties may litigate the matter.



- I. Ownership of Documents. All reports, plans, specifications, data, maps, and other documents produced by the Contractor in the performance of services under this Agreement shall be the property of the City.
- J. Government Data. The Contractor agrees to maintain all data received from the City in the same manner as the City as required under the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13.
- K. Counterparts. This Agreement may be signed in counterparts, each of which shall be deemed an original, and which taken together shall be deemed to be one and the same document.
- L. Savings Clause. If any court finds any portion of this Agreement to be contrary to law, invalid, or unenforceable, the remainder of the Agreement will remain in full force and effect.

**IN WITNESS WHEREOF**, the parties hereto have caused this instrument to be executed in triplicate counterparts the day and year first above written.

**CONTRACTOR:**

**OWNER:**

**CITY OF RAMSEY**

\_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

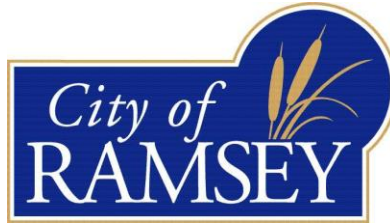
Sarah Strommen, Its Mayor

Its: \_\_\_\_\_

**ATTEST:**

By: \_\_\_\_\_

Kurt Ulrich, Its City Administrator



PROPOSALS MUST BE RECEIVED BY:  
10:00 am on August 1<sup>st</sup>, 2018

DELIVER TO:

City of Ramsey Municipal Center  
7550 Sunwood Drive NW  
Ramsey, MN 55303  
763-427-1410

Or to: [mrivierblood@cityoframsey.com](mailto:mrivierblood@cityoframsey.com)

## REQUEST FOR QUOTATION

**Pave 140' feet by 9' wide bituminous parking bays,  
parallel to 16701 Variolite Street, south of Trott Brook**



## PROPOSAL SPECIFICATIONS

### Pave 140' by 9' wide parking bay with connection to boardwalk pursuant to Typical Section and Plan View and description as follows:

I/We agree to furnish all materials, labor and traffic control to perform the work below.

- Mobilization and place approximately 160' feet of Type MC Silt Fence
- Saw approximately 140' of bituminous pavement – full depth
- Remove bituminous – estimate of 7 square yards
- Excavate approximately 27 cubic yards of grass roots and organic soils
- Prepare subgrade for aggregate base
- Place 152 square yards of Geotextile Fabric Type VI
- Place and compact \*Aggregate Base Class 5 Modified (CV)
- Pave 14 ton Type 9.5 Wear Course (SPWEB340B) @ 2" for parking bay
- Pave 1.5 ton Type 9.5 Wear Course (SPWEB340B) @ 2.5" for trail connector
- Install 16 square feet steel truncated domes
- Traffic Control per most current addition of Minnesota Temporary Traffic Control Zone Layout Manual

*\*Contractor may substitute and utilize recycled ConBit at Ramsey's Public Works Campus 14100 Jasper Street NW at no cost if desired.*

**Utilization of excavated material:** Some of the 'grass roots' and organic soils excavated, may be placed over the specified 2' wide shoulder.

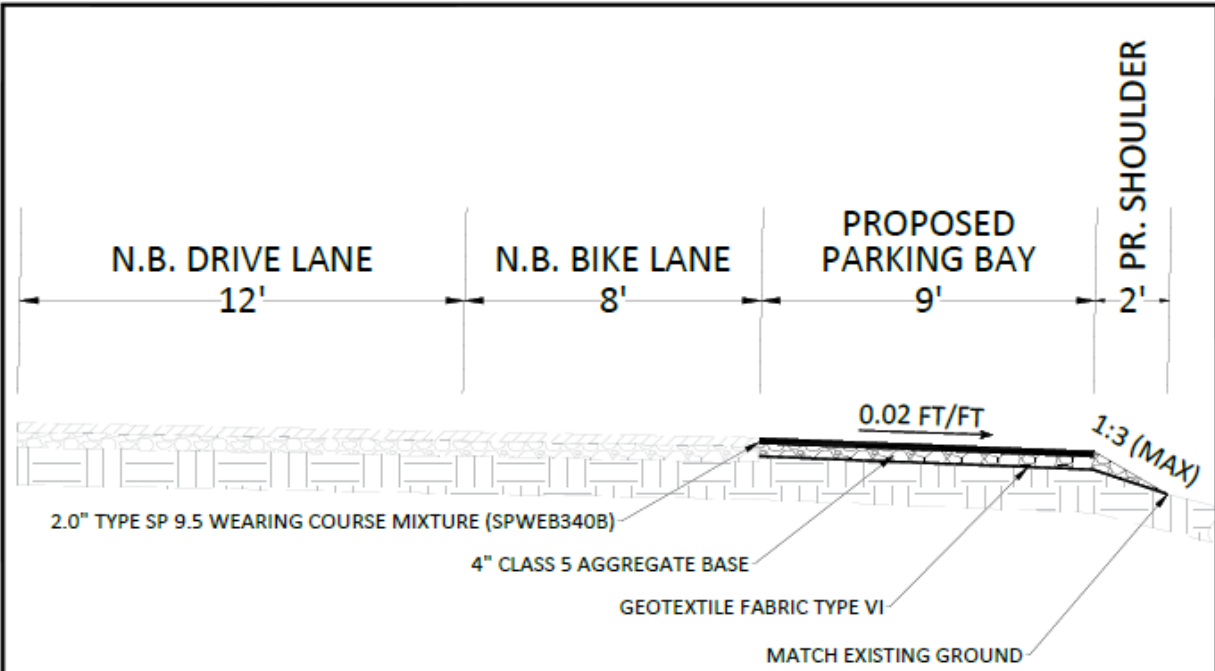
**Work and Staging Areas:** Confine work activities within the 'shoulder' area at all times. No equipment shall be left on City streets outside normal working hours.

**Specification Reference:** The Contractor shall conduct his/her work in conformance with the specifications set forth herein, and in accordance with the Minnesota Department of Transportation Standard Specifications for Construction, 2018 Edition, which is incorporated by reference to these specifications.

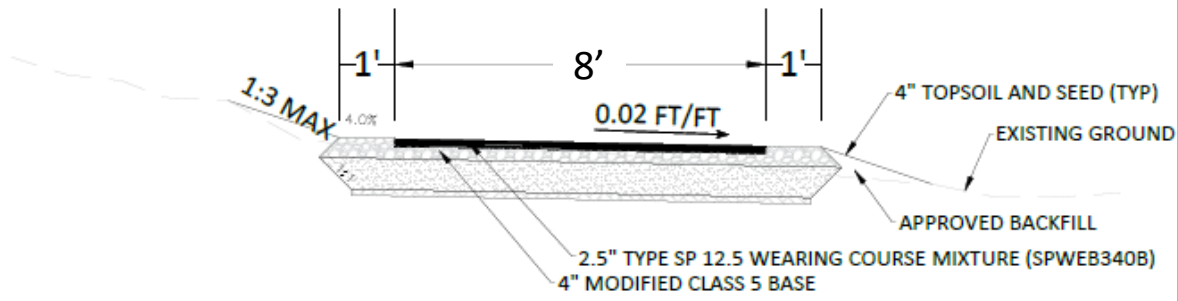


**TROTT BROOK BOARDWALK  
VARIOLITE STREET  
PARKING BAYS**






**PARKING BAY TYPICAL SECTION**



**BITUMINOUS TRAIL TYPICAL SECTION**

<p>TROTT BROOK BOARDWALK VARIOLITE STREET PARKING BAYS</p>	<p>TYPICAL SECTION</p>	
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## Quotation for Trott Brook Parking Bays

\$ \_\_\_\_\_ Lump Sum

In submitting the above quote, I/We warrant the quote valid for work to be completed on or before August 31st, 2018, after approval by the City.

Contractor name \_\_\_\_\_

Owner or representative \_\_\_\_\_

Signature \_\_\_\_\_

Phone(s) \_\_\_\_\_

E-mail \_\_\_\_\_

**Park and Recreation Commission**

**6. 1.**

**Meeting Date:** 08/09/2018

**By:** Mark Riverblood, Engineering/Public Works

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**Information**

**Title:**

**Commission/Staff Input**

**Purpose/Background:**

~ Update on 2018 Parks Capital Improvements

~

**Notification:**

**Observations/Alternatives:**

**Funding Source:**

.

**Recommendation:**

**Action:**

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**Attachments**

*No file(s) attached.*

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**Form Review**

**Inbox**

Grant Riemer

Form Started By: Mark Riverblood

Final Approval Date: 08/03/2018

**Reviewed By**

Grant Riemer

**Date**

08/03/2018 07:45 AM

Started On: 08/02/2018 03:59 PM