



**REQUEST FOR PROPOSAL  
2020 City of Ramsey  
GPR Pavement Analysis Project**

ISSUE DATE  
March 18, 2020

PROPOSAL MUST BE RECEIVED BY:  
4:00 pm on Tuesday April 21, 2020

DELIVER PROPOSAL TO:  
City of Ramsey Municipal Center  
7550 Sunwood Drive NW  
Ramsey, MN 55303  
Att: Joe Feriancek  
763-433-9893

**INTRODUCTION:** The City of Ramsey (City) is requesting proposals for the preparation and delivery of pavement thickness evaluation report along various streets within the City of Ramsey. The scope of this work includes:

- Data collection using ground penetrating radar (GPR) of up to 117 miles of City streets to evaluate pavement and aggregate base layer thicknesses.
- Perform pavement cores as necessary to characterize the in-place pavement and aggregate base sections and analyze and interpret the GPR data.
- Supply the City with summaries of GPR data by plat and street segments. Plat and street segment information is provided in the street summary, attached to this RFP.

**DELIVERABLES:** A standard report in pdf format including; tabular and graphical depiction of the GPR scan results, summaries of the GPR data with pavement and aggregate base layer thickness including any irregular data with discussion to the cause of irregularity, the location of pavement cores, and photos of pavement cores. A Microsoft Excel database of the collected GPR data shall also be delivered. Pavement cores shall be retained for a period of 14 days following delivery of the final report to the City, and shall be delivered to the City upon request.

**PAVEMENT EVALUATION REQUIREMENTS:** The City streets shown on the attached GPR Pavement Analysis Project Map and Street Summary shall be tested with GPR. When coring, traffic control shall be established to maintain traffic on the roadway at all times.

**SCHEDULE:** A written schedule of the work shall be submitted identifying all work components and showing work start and completion dates required to comply with the schedule. Once work has commenced, the Contractor shall continuously pursue completion in accordance with the approved schedule.

**QUOTATION SUBMITTAL:** Per mile quotes shall be submitted for the proposed work using the form at the end of this Request for Proposal (RFP).

**COMMUNICATION WITH THE CITY:** If any requirements of this RFP are not clearly understood, the Contractor is responsible for contacting the City for further clarification in a prompt manner. Responses to inquiries, if they change or clarify the RFP in a substantial manner, will be forwarded by addenda to the RFP.

**SUBMISSION:** A signed copy of the attached quotation form is required by **4:00 P.M. Tuesday April 21, 2020**. Deliver to the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, MN 55303 to the attention of Joe Feriancek, Civil Engineer. Faxed or e-mail proposals will be accepted.

**PROPOSAL UNDERSTANDING:** By submitting a proposal, the Contractor agrees to be bound to the terms and conditions herein.

**COSTS OF PREPARATION:** Under no conditions will any costs of preparation of the proposal be reimbursed by the City.

**LICENSE AND INSURANCE:** By submitting a proposal, the Contractor affirms they shall maintain the following minimum insurance coverage while completing their work as related to this RFP in the following amounts: Commercial General Liability \$1,000,000 per occurrence (written on an occurrence-based form bodily injury and property damage); automobile liability \$1,000,000 per occurrence (including hired & non-owned bodily injury and property damage). The City of Ramsey shall be named as an additional insured on the Commercial General Liability insurance. Certificates of Insurance for all of the above insurance shall be filed with the City prior to the work. The Contractor also affirms they shall be licensed to perform the work in the State of Minnesota, and the work shall comply with all state and local laws.

**WORKING HOURS:** The work shall be carried out during normal working hours so as not to cause any unreasonable nuisance to affected residents and businesses. Under emergency conditions, this limitation may be waived in writing by the Engineer in conjunction with qualified local authority. Normal working hours for this work are considered to be from 7:00 a.m. to 8:00 p.m., Monday through Friday.

**WORK AND STAGING AREAS:** Contractor shall confine their work activities within the right of way at all times. No equipment shall be left on City streets outside normal working hours.

**TRAFFIC CONTROL:** The Contractor will be required to follow the most current edition of the Temporary Traffic Control Zone Layout Manual.

**SPECIFICATION REFERENCES:** The Contractor shall conduct his 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.

**PAYMENT:** Payment will be made upon submittal of an invoice to the City on a net 30 day basis following City acceptance of the work. An IC 134 form will be required prior to final payment.

**BASIS OF PAYMENT:** Payment shall be made on a per mile basis for all components of the work as specified in this RFP. The cost of any additional equipment, labor, materials, permits, tools and supplies which have not been specifically identified in this section for payment, but are required to complete the work, shall be considered incidental to the project. The City reserves the right to limit the scope of the project based on available funding, if needed.

## PROPOSAL

This proposal is submitted to the City of Ramsey for 2020 GPR Pavement Analysis Project. That \_\_\_\_\_ accepts the terms and conditions herein and agrees to deliver the final GPR Report to the City by Thursday, July 2, 2020, and to complete all work described herein for the following unit prices:

<b>Item No.</b>	<b>Item Description</b>	<b>Unit</b>	<b>Quantity</b>	<b>Price</b>	<b>Extension</b>
1	Ground Penetrating Radar Analysis	Mile	117	_____	_____
<b>Total Bid</b>					_____

Contractor Name \_\_\_\_\_

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

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

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

Signature \_\_\_\_\_

Date \_\_\_\_\_