

**REQUEST FOR PROPOSAL
21-03 BUSINESS PARK 95
STREET RECONSTRUCTIONS
Topographic Survey
City of Ramsey**

ISSUE DATE
October 23, 2020

PROPOSAL MUST BE RECEIVED BY:
4:30 pm on Thursday, November 5, 2020

DELIVER PROPOSAL TO:
City of Ramsey Municipal Center
7550 Sunwood Drive NW
Ramsey, MN 55303
Attn: Marsha Weidner
763-433-9839

INTRODUCTION: The City of Ramsey (City) is requesting proposals for the delivery of a topographic survey of the Business Park 95 commercial subdivision including; McKinley Street, Unity Street, Radium Street, and 140th Avenue. These streets are 38 to 44-feet wide, with concrete curb and gutter, and the speed limit is 30 mph. The scope of this work includes:

- Topographic Survey
- Contacting Gopher State One call to locate utility markings
- Delivery of survey points in an Excel/CSV format
- Point Code listing

FIELD SURVEY REQUIREMENTS: The field survey is not limited to, but is expected to include the following:

- Street Topo Area (Approximately 1.2 miles, 6.2 acres)
 - Elevations along the centerline, and curb gutter at 50-foot stations and grade changes.
 - Location and elevations on driveway edges and corners to the right-of-way.
 - Location and elevations of any storm sewer, sanitary sewer, watermain structures within the pavement, as well as hydrants and hydrant valves in the boulevard.
- Full Topo Area (Approximately 1.0 acres.)
 - Locations and elevations of any storm sewer, sanitary sewer, watermain, utilities, structures, etc. within the survey area
 - Locations and elevations of trees/tree lines, landscaping signage, fence lines, etc. within the survey area
 - Elevations to create existing ground of the survey area, including edge of existing ponds.

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. The final Topographic Survey must be delivered to the City by Thursday, December 31, 2020.

PROPOSAL SUBMITTAL: A lump sum quote 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 proposal form is requested by **4:30 P.M. Thursday, November 5, 2020.** Deliver to the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey MN 55303 to the attention of Marsha Weidner, Engineering Administrative Assistant. E-mail quotes will be accepted and may be sent to MWeidner@cityoframsey.com.

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

COSTS OF PREPARATION: Under no condition 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 10:00 p.m., Monday through Friday.

WORK AND STAGING AREAS: The Contractor shall confine their work activities within City owned properties and right of way. No equipment shall be left on City streets outside normal working hours.


TRAFFIC CONTROL: Work shall be conducted 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.

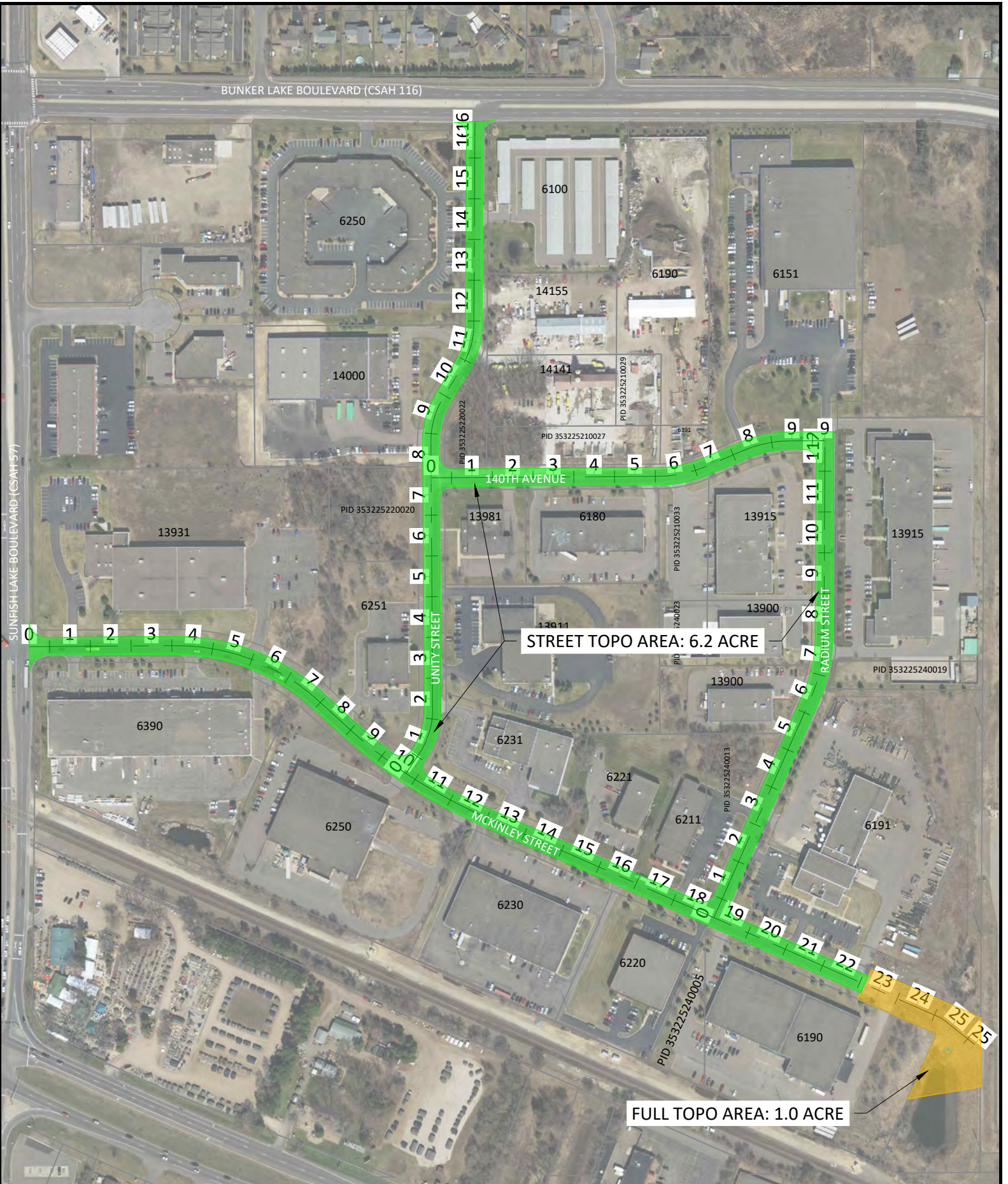
PAYMENT: Payment will be made upon submittal of an invoice to the City on a net 30 day basis following City acceptance of the work. An IC 134 form will be required prior to final payment.

BASIS OF PAYMENT: Payment shall be made on a lump sum basis for all components of the work as specified in the 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 is also requesting an hourly rate for additional survey work to be submitted, if we find a need to expand the project scope after reviewing the initial survey.

PROPOSAL

Bolton & Menk, Inc. accepts the terms and conditions herein and agrees to complete all work described herein in the lump sum not-to-exceed amount of \$4,860.00, and to deliver the final 21-03 Business Park 95 Topographic Survey to the City by Thursday, December 31, 2020.

Contractor Name	<u>Bolton & Menk, Inc.</u>
Owner or representative	<u>Kevin P. Kielb, P.E.</u>
Phone(s)	<u>(651) 968-7760</u>
E-mail	<u>Kevin.Kielb@Bolton-Menk.com</u>
Signature	<u></u>
Date	<u>November 2, 2020</u>



STREET TOPO AREA: 6.2 ACRE

FULL TOPO AREA: 1.0 ACRE

TOPO AREA MAP
BUSINESS PARK 95
 MCKINLEY STREET / UNITY STREET /
 RADIUM STREET / 140TH AVENUE

