

REQUEST FOR PROPOSAL

REVIEW AND MONITORING OF WETLAND MITIGATION AREAS IN THE COR (FORMERLY RAMSEY TOWN CENTER)

**City of Ramsey
Ramsey, MN**

Proposals Due: 4:00 p.m., Monday October 12, 2020

Location: City of Ramsey
7550 Sunwood Drive NW
Ramsey, MN 55303

I Purpose

The City of Ramsey is seeking proposals for consulting services to assist in the review and modification of a Wetland Replacement Plan prepared in 2005 for the development associated with the Ramsey Town Center (RTC).

II Background

The City of Ramsey had the initial wetland mitigation plan approved in October of 2005. The RTC developer has implemented portions of the mitigation plan and grading has occurred in various locations within the 320 acre development impacting some of the wetlands. The City has taken over control of the development and may wish to bring the wetland mitigation into compliance with its permit conditions. The replacement wetlands were monitored in 2011 and 2012. They have not been monitored since that time.

III Instructions to Proposers

1. All questions and related correspondence should be directed to:

Leonard Linton, Civil Engineer IV
City of Ramsey
7550 Sunwood Drive NW
Ramsey, MN 55303
Phone: 763-433-9826
Fax: 763-427-9898

2. Proposals must be received no later than 4:00 p.m., Monday October 12, 2020. Three copies of the Proposal must be delivered to the City at the address noted above.
3. The City will promptly review the Proposals and notify Proposers of any additional action or requirements, if any.
4. At a minimum, the Proposal shall include:
 - a. Letter of Transmittal
 - b. Project Understanding (Statement of one page or less)
 - c. Approach/Work Plan/Level of effort/Fee
 - d. Schedule
 - e. Personnel Resumes/Organizational Chart
 - f. Related Experience
 - g. Summary

IV Scope of Work

The Scope of Work shall include;

- a) Review the initial wetland delineation and mitigation plan.
- b) Determine of the area total wetland impacts amount.
- c) Verify the area of the wetland created.
- d) Identify the areas of created wetland which require vegetative establishment or vegetative management in order to achieve approved wetland performance standards.
- e) Prepare a revised 5 year wetland vegetative establishment / management plan for the created wetlands.
- f) Identify the area of wetland credit shortage along with estimated cost to satisfy this deficit through the purchase of state certified wetland credits.
- g) Prepare an estimate of costs to address the wetland credit shortage through the development of additional wetland mitigation. The estimate shall include the cost of construction, conducting vegetative management, and 3 years of monitoring. Replacement should be planned within the major watershed, Mississippi Metro, and ideally within the City of Ramsey

It is anticipated that the Proposer will need to consult with the Owner at critical periods during the work to determine the final scope of the revised wetland mitigation.

V Proposal Criteria

Proposals should be presented in the following order, showing the following details as a minimum:

- a. Firm name, address, phone, fax, primary contact person, and date of proposal.
- b. Profile of the firm, including history, experience, and client references.
- c. Understanding of the project as it applies to the project requirements.
- d. Work plan showing the tasks to be completed and budgeted person hours demonstrating firm's understanding of the project and ability. Identification of personnel to be assigned to the project, including their specific assignment and skills. (Organization Chart)
- e. A schedule indicating key milestones and proposed completion dates.
- f. Statement of fees, refined to a not-to exceed amount for the entire project, based on and broken down on a schedule at the firm's standard hourly billing rates, along with a schedule of direct expenses.
- g. Terms and conditions for payment of engineering fees.
- h. Any additional information that will be relevant to the City's selection of a qualified firm to perform the professional services required.
- i. Experience on projects of a similar nature, qualifications, accessibility, and credentials of the proposed project manager and relevant personnel.

VI Selection Criteria

1. Ability of the firm to provide a project team capable of coordinating and efficiently addressing the components necessary for implementing potential replacement plan modifications. (15%)

2. Knowledge and experience of key project personnel in the administration of the Wet Land Conservation Act. (30%)
3. Clear and concise work plan that demonstrates an understanding of the project. The project scheduled shall be such that implementation might be initiated as early as possible in 2021. (40%)
4. Cost (15%)

VII Attachments

The attachments are included in this dropbox link https://www.dropbox.com/sh/0glvrkixbka01nt/AACUlzG_nVUGXZX95vn6e6rQa?dl=0 which includes seven (7) documents which provide background on the RTC wetland mitigation/replacement. These attachments include: the LRRWMO permit approval letter; the RTC AUAR document (chapter 12), Plans for the Overall Mitigation Plan, the NW Wetland grading, the Pact Wetland Grading, the 2011 monitoring report and the 2012 monitoring report.

The attachments also include COR replacement wetlands – LRRWMO letter 7-6-20 which outlines the steps necessary to certify to the LRRWMO that the wetlands are functioning properly so that the LRRWMO project can be closed out.