

**REQUEST FOR PROPOSAL  
PAVEMENT MANAGEMENT PROGRAM  
2022 PROJECTS  
Topographic Survey  
City of Ramsey**

ISSUE DATE  
July 15, 2021

PROPOSAL MUST BE RECEIVED BY:  
10:00 am on Friday, July 30, 2021

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 four (4) topographic surveys for 2022 projects including;

1. Sunwood Drive and Waco Street Reconstruction
  - a. Sunwood Drive between Trunk Highway 47 and Waco Street
  - b. Waco Street between Sunwood Drive and 150<sup>th</sup> Avenue
  - c. Streets are approximately 0.48 miles in total length
    - i. 46-foot wide, with concrete curb and gutter
    - ii. Speed limit is 30 mph
2. Autumn Heights Street Reconstructions
  - a. Subdivision located on both sides of Armstrong Boulevard (CSAH 83)
  - b. Connections to Armstrong Blvd at 167<sup>th</sup> Lane and Rabbit Street
  - c. Streets are approximately 1.61 miles in total length
    - i. 24-foot wide, rural section
    - ii. Speed limit is 30 mph
3. Wood Pond Hills 2<sup>nd</sup> – 5<sup>th</sup> Street Reconstructions
  - a. Subdivision located generally southwest of Sunwood Drive and Nowthen Boulevard (CSAH 5)
  - b. Streets are approximately 0.88 miles in total length
    - i. 31-foot wide, with concrete curb and gutter
    - ii. Speed limit is 30 mph
4. The Ponds of Ramsey
  - a. Subdivision located west of Nowthen Boulevard (CSAH 5) between Iodine Street and 146<sup>th</sup> Avenue
    - i. Overlay Improvements, requires Ped Ramp upgrades to current ADA
    - ii. 20 Pedestrian Ramp survey locations
    - iii. 31-foot wide, with concrete curb and gutter
    - iv. Speed limit is 30 mph
5. The scope of this work includes:
  - a. Topographic Survey
  - b. Contacting Gopher State One Call to locate utility markings
  - c. Delivery of survey points in an Excel/CSV format
  - d. Point Code listing

**SUNWOOD DRIVE AND WACO STREET FIELD SURVEY REQUIREMENTS:** The field survey is not limited to, but is expected to include the following:

- Elevations along the centerline, edge of bituminous pavement, top of curb, flowline of curb, and boulevard up to the right-of-way at 50-foot stations and grade changes.
  - Elevations of intersecting streets along the centerline, edge of bituminous pavement, top of curb, flowline of curb, and boulevard to the right-of-way, to the distance specified in the exhibit
- Location and elevations on driveway edges and corners to the right-of-way
- Location and elevations of any storm sewer, sanitary sewer, watermain, utilities, structures, etc. within the survey area

- Locations and elevations of trees/tree lines, landscaping, mailboxes, signage, fence lines, etc. within the survey area
- Location and elevations of off-street bituminous trail within the survey area
- Location of pavement striping

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

- Elevations along the centerline, edge of bituminous pavement, edge of shoulder, ditch cross section up to the right-of-way at 50-foot stations and grade changes within the survey area
- Location and elevations on driveway edges and corners to the right-of-way along with driveway culverts
- Location and elevations of trees/tree lines, landscaping, mailboxes, signage fence lines, utilities, etc. in the right-of-way.
- Location of any pavement striping within the survey area

**WOOD POND HILLS SURVEY REQUIREMENTS:** The field survey is not limited to, but is expected to include the following:

- General project areas
  - Elevations along the centerline, and curb and gutter flow lines and top of curb 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
- Junkite Street CDS (Junkite Street south of 145<sup>th</sup> Court)
  - Full topo of the area cul-de-sac
    - Elevations along the centerline, edge of bituminous pavement, top of curb, flowline of curb, and boulevard up to the right-of-way
    - Location and elevations on driveway edges and corners to the right-of-way
    - Location and elevations of any storm sewer, sanitary sewer, watermain, utilities, structures, etc. within the survey area
    - Locations and elevations of trees/tree lines, landscaping, mailboxes, signage, fence lines, etc. within the survey area including to the edge of wetland

**THE PONDS OF RAMSEY SURVEY REQUIREMENTS:** The field survey is not limited to, but is expected to include the following:

- Adequate survey of existing pedestrian facilities to upgrade to current ADA standard
  - Elevations along the curb and gutter; flow line, top back of curb, and front edge from the existing ramps to approximately 20 feet either side
  - Elevations and location of the edge of concrete and bituminous walks to approximately 20 feet back from the street
  - Locations of any potential obstructions, i.e. light poles, mail boxes, landscaping, fencing, signage, etc. adjacent to the pedestrian facilities

**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 Friday, September 10, 2021.

**PROPOSAL SUBMITTAL:** A lump sum quote for each project 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 **10:00 A.M. Friday, July 30, 2021**. 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](mailto: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

\_\_\_\_\_ accepts the terms and conditions herein and agrees to complete all work described herein, and to deliver the final Topographic Surveys to the City by Friday, September 10, 2021.

<b>SUNWOOD DRIVE &amp; WACO STREET TOPOGRAPHIC SURVEY</b>	
Description	Cost Extension
Lump sum not-to-exceed amount	
Additional hourly rate if project scope expands after initial review	

<b>AUTUMN HEIGHTS TOPOGRAPHIC SURVEY</b>	
Description	Cost Extension
Lump sum not-to-exceed amount	
Additional hourly rate if project scope expands after initial review	

<b>WOOD POND HILLS 2<sup>ND</sup> – 5<sup>TH</sup> TOPOGRAPHIC SURVEY</b>	
Description	Cost Extension
Lump sum not-to-exceed amount	
Additional hourly rate if project scope expands after initial review	

<b>THE PONDS OF RAMSEY TOPOGRAPHIC SURVEY</b>	
Description	Cost Extension
Lump sum not-to-exceed amount	
Additional hourly rate if project scope expands after initial review	

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

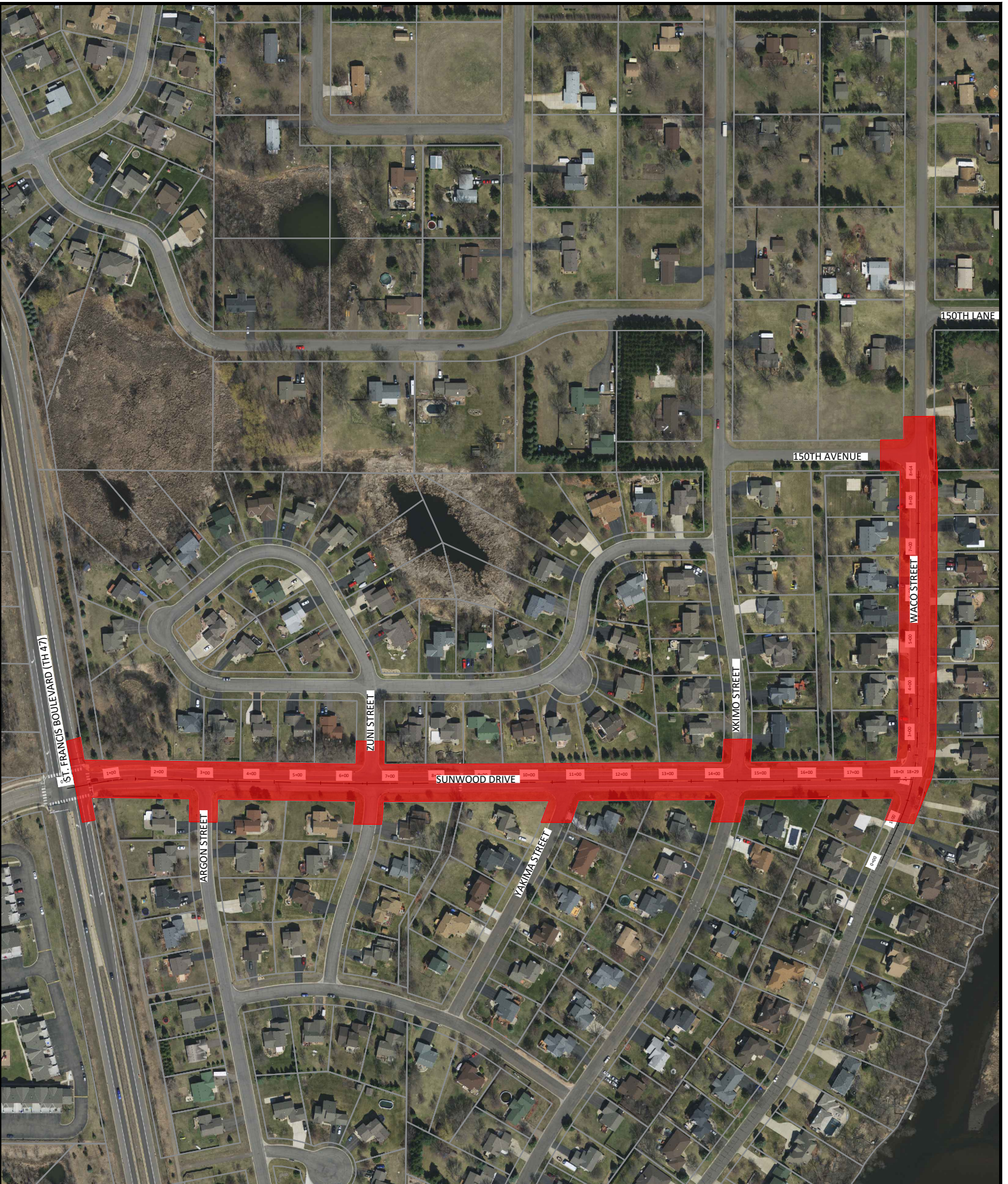
Owner or representative \_\_\_\_\_

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

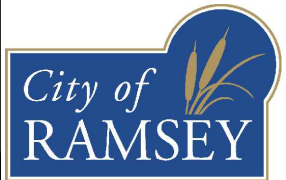
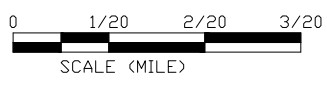
E-mail \_\_\_\_\_

Signature \_\_\_\_\_

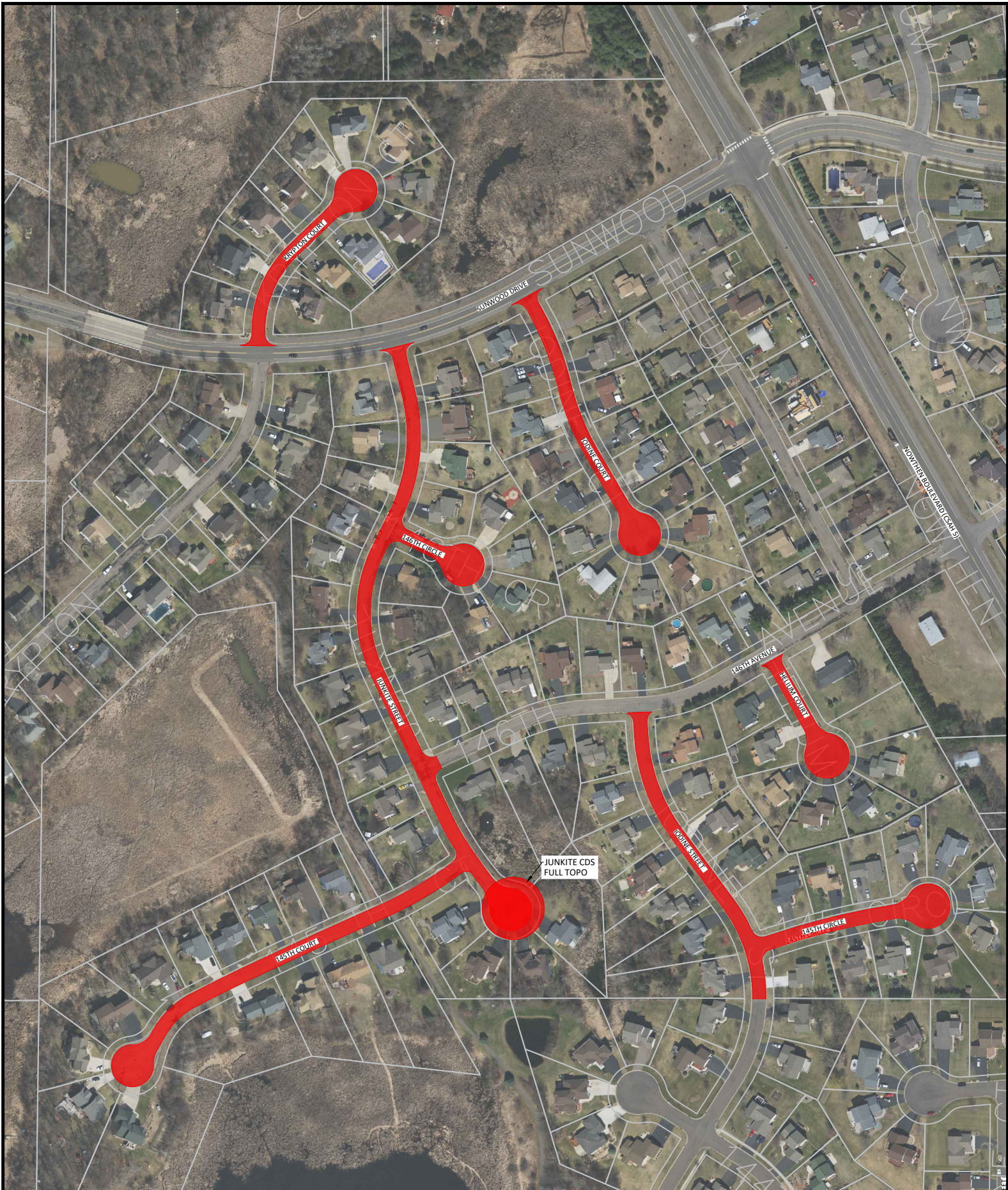
Date \_\_\_\_\_



**IMPROVEMENT PROJECT 22-01  
SUNWOOD DRIVE & WACO STREET  
PROJECT SCOPE**







**WOOD POND HILLS 2ND - 5TH  
STREET RECONSTRUCTIONS  
PROJECT SCOPE**

