



**REQUEST FOR PROPOSAL
161ST AVENUE RECONSTRUCTION
Topographic Survey
City of Ramsey**

ISSUE DATE
March 29, 2022

PROPOSAL MUST BE RECEIVED BY:
4:00 pm on Tuesday, April 5, 2022

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

INTRODUCTION: The City of Ramsey (City) is requesting proposals for the delivery of a topographic survey for 161st Avenue between Variolite Street and Armstrong Boulevard;

1. Area A: 161st Avenue Right of Way
 - a. 66-foot right of way between Armstrong Boulevard and Variolite Street
 - b. Extending onto adjacent streets per exhibit
 - c. Street is approximately 0.5 miles in length
 - i. 4.95-acre area
 - ii. Large portion of street has trees within the right of way
 - d. 32-feet wide, with bituminous curb
 - e. Speed limit is 30 mph
2. Area B: Central Park
 - a. Front parking lots and adjacent drives and boulevards
 - i. West boundary, up to tennis court fence
 - ii. North boundary, up to tree line north of the parking lot
 - iii. East boundary, up to the building
 - b. 20-foot corridor along trail from drive to Armstrong Blvd
 - c. 40-foot wide area beyond the 161st Avenue right of way
 - d. 4.52-acre area
 - i. See the exhibit for area clarification
3. Area C: 7826 161st Ave / 7833 159th Ln Drainage & Utility Easement Ponding Area
 - a. 20-foot wide easement along shared lot line
 - i. 161st Avenue to ponding area
 - ii. Existing swale; crowded with trees/shrubs
 - b. Large ponding area in rear yards
 - i. Mostly open, group of trees in the middle
 1. Need at least tree line if shots within trees aren't possible
 - c. 2.79-acre area
4. Area D: 16045 Xenolith St Drainage & Utility Easement Ponding Area
 - a. 200' x 125' area in NW corner of lot
 - i. Open yard
 - b. 0.57-acre area
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

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
 - Along Central Park, individual tree shots if possible
 - Remainder of project area tree line will generally be acceptable
- Location and elevations of off-street bituminous trail within the survey area
- Edge of pavement, and intermediate spot elevations in parking lot areas
- General top and bottom of slopes, and intermediate spot elevations in ponding areas / green space areas

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, June 3, 2022.

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 **4:00 P.M. Tuesday, April 5, 2022.** Deliver to the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey MN 55303 to the attention of Joe Feriancek. E-mail quotes will be accepted and may be sent to JFeriancek@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 7:00 p.m., Monday through Friday.

WORK AND STAGING AREAS: The Contractor shall confine their work activities within City owned properties, right of way, and drainage & utility easements. 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, 2020 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, June 3, 2022.

161ST AVENUE TOPOGRAPHIC SURVEY	
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 _____