

**REQUEST FOR PROPOSAL  
WHISPERING PINES ESTATES PLAT 3  
STREET RECONSTRUCTIONS  
Topographic Survey  
City of Ramsey**

ISSUE DATE  
October 18, 2022

PROPOSAL MUST BE RECEIVED BY:  
4:00 pm on Friday, October 28, 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 the streets within the Whispering Pines Estates Plate 3 subdivision, generally located west of Armstrong Boulevard between the 157<sup>th</sup> and 158<sup>th</sup> blocks. If selected Staff will bring the proposal to the Tuesday, November 8, 2022 City Council meeting for award.

1. Whispering Pines Estates Plat 3
  - a. Right of Way is generally 66 feet wide
  - b. Streets total approximately 1.72 miles in length
    - i. 14.7-acre area
    - ii. Rural residential subdivision with mostly open right of way area
      1. Generally, shots of the tree line will be sufficient where trunks are located on the yard side of street drainage swales
      2. Stand alone and trees on street in-slope; trunk shots are needed
  - c. 24-foot wide rural section streets
  - d. Additional 100 feet beyond EOP area beyond the right of way at south end of Eland Street
    - i. Topo beyond the right of way on three properties is pending permission to access properties from the residents.
  - e. Speed limit is 30 mph
    - i. Rural residential, thru traffic is not anticipated
2. 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 and bottom of swale, and boulevard up to the right-of-way 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, utilities, structures, etc. within the survey area
  - Municipal Utilities do not exist in area beyond street crossing culverts
- Locations and elevations of trees/tree lines, landscaping, mailboxes, signage, fence lines, etc. within the survey area
- General top and bottom of slopes, and intermediate spot elevations in swales

**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, December 2, 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. Friday, October 28, 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, December 2, 2022.

<b>WHISPERING PINES ESTATES PLAT 3 TOPOGRAPHIC SURVEY</b>	
<b>Description</b>	<b>Cost Extension</b>
Lump sum not-to-exceed amount	
Additional hourly rate if project scope expands after initial review	

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

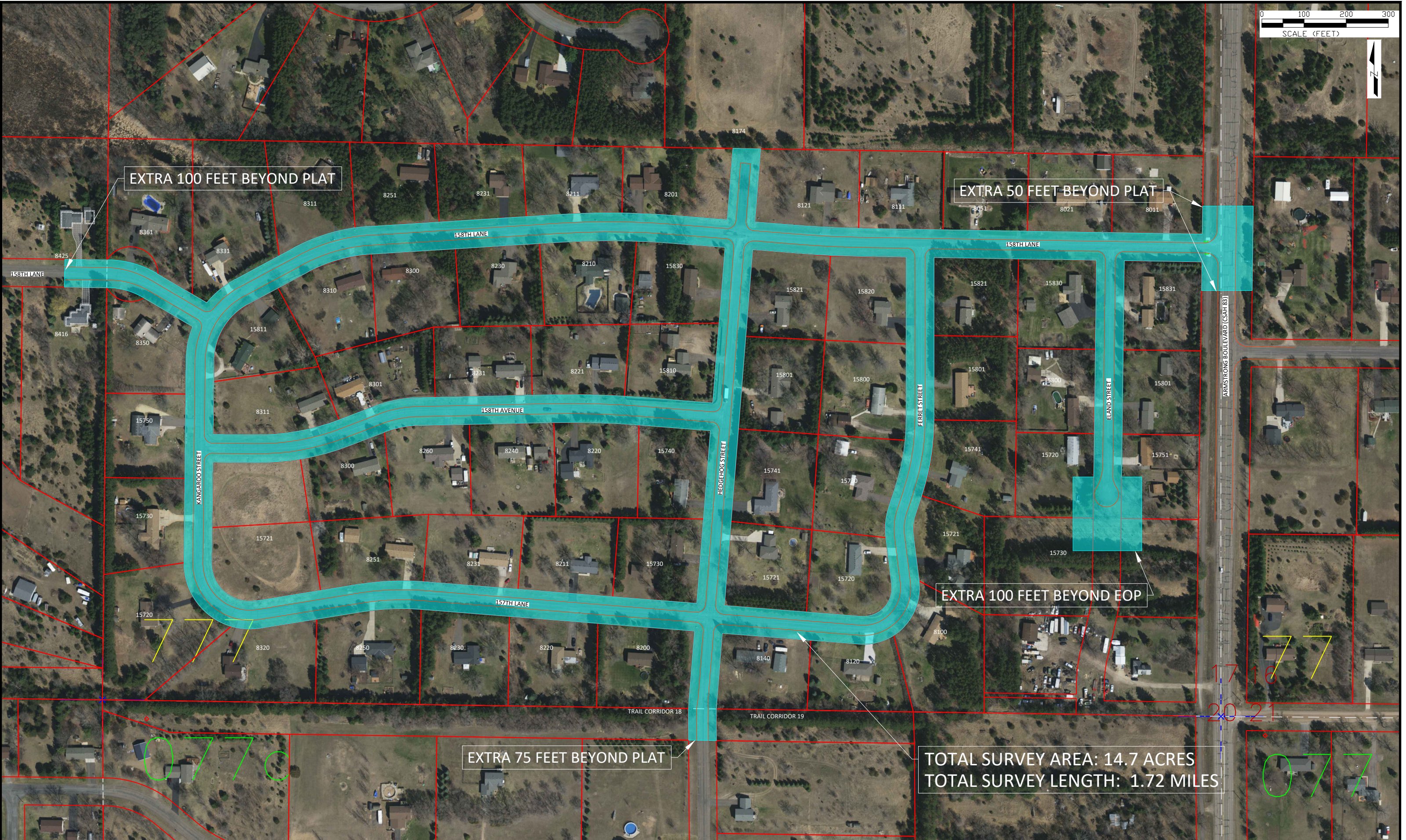
Owner or representative \_\_\_\_\_

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

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

Signature \_\_\_\_\_

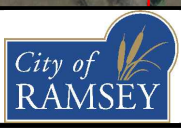
Date \_\_\_\_\_



DATE	REVISION

DESIGNED BY: ---
DRAWN BY: JJF
CHECKED BY: ---

DATE: 09/30/22
FILE: 23-10



CITY OF RAMSEY  
7550 SUNWOOD DRIVE  
RAMSEY, MN 55303  
(763) 427-1410 FAX (763) 433-9898

TOPOGRAPHIC SURVEY AREA MAP

WHISPERING PINES ESTATES PLAT 3  
STREET RECONSTRUCTIONS  
CITY PROJECT NO. 23-10  
CITY OF RAMSEY, MINNESOTA