

**REQUEST FOR PROPOSAL
PAVEMENT MANAGEMENT PROGRAM
2024 STREET RECONSTRUCTION PROJECTS
Topographic Survey
City of Ramsey**

ISSUE DATE
May 26, 2023

PROPOSAL MUST BE RECEIVED BY:
10:00 am on Tuesday, June 7, 2023

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 five (5) topographic surveys for 2024 projects including;

1. IP24-01 Barthel's Rum River Acres & White Pines Estates Street Reconstructions
 - a. Right of Way is generally 66-feet wide
 - i. Right of Way topo area is 11.29 acres
 - b. Streets are approximately 1.35 miles in total length
 - i. Rural residential subdivision with some tree coverage within the ROW 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
 - i. Street crossing culverts & bituminous flume to swale
 - ii. No municipal utilities
2. IP24-02 Halls Dover Acres Street Reconstructions
 - a. Right of Way is generally 66-feet wide
 - i. Right of Way topo area is 7.99 acres
 - b. Streets are approximately 0.95 miles in total length
 - i. Rural residential subdivision with generally clear ROW 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
 - i. Street crossing culverts
 - ii. No municipal utilities within subdivision
 1. Municipal utilities adjacent to the east at edge of plat, shot of closest structures required
3. IP 24-11 MSA Alpine Drive Reconstructions
 - a. Alpine Drive between Puma Street and Armstrong Boulevard
 - i. Shots to 50-feet west of Puma Street and up to CSAH 83 Right of Way
 - ii. Shots to 50-feet up each side street connection
 - iii. CSAH 83 roundabout is under construction, City preference is to have shots taken no sooner than September, after roundabout is substantially complete
 - b. Right of Way is generally 80-feet wide
 - i. Right of Way topo area is 8.00 acres
 - c. Streets are approximately 0.72 miles in total length
 - i. 32-foot-wide urban section street with trail on north side and several adjoining streets
 1. Ped ramp shots sufficient to verify ADA compliance
 - ii. Speed limit 40 mph
4. IP 24-12 Juniper Woods 1st – 3rd Street Reconstructions
 - a. Right of Way is generally 66-feet wide
 - i. Right of Way topo area is 7.10 acres
 - b. Streets are approximately 0.77 miles in total length

- i. Urban residential subdivision with generally clear ROW area
 1. 32-foot wide urban section streets
 2. Municipal utilities exist within the subdivision
5. IP 24-13 Fox Ridge Estates Street Reconstructions
 - a. Right of Way is generally 66-feet wide
 - i. Right of Way topo areas is 17.73 acres
 - b. Streets are approximately 2.13 miles in total length
 - i. Urban residential subdivision with generally clear ROW area
 1. 32-foot wide urban section streets with bituminous curbing
 2. Storm sewer, no water or sanitary sewer
 3. Additional 20' wide drainage easement area off Sodium Street cul-de-sac
6. The scope of these surveys each include:
 - 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
 - Urban section areas shall include flowline and top back of curb shots
- 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
 - Gopher One State locate calls shall be made prior to surveying
- 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 the date listed in the attached proposal sheet.

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. Tuesday, June 7, 2023**. 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 latest edition of the Minnesota Department of Transportation Standard Specifications for Construction, 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 the dates provided below.

IP 24-01	
BARTHEL'S RUM RIVER & WHITE PINES ESTATE TOPOGRAPHIC SURVEY	
Topographic Survey due back July 14, 2023	
Description	Cost Extension
Lump sum not-to-exceed amount	
Additional hourly rate if project scope expands after initial review	

IP 24-02	
HALLS DOVER ACRES TOPOGRAPHIC SURVEY	
Topographic Survey due back July 28, 2023	
Description	Cost Extension
Lump sum not-to-exceed amount	
Additional hourly rate if project scope expands after initial review	

IP 24-11	
MSA ALPINE DRIVE TOPOGRAPHIC SURVEY	
Topographic Survey due back October 27, 2023	
Description	Cost Extension
Lump sum not-to-exceed amount	
Additional hourly rate if project scope expands after initial review	

IP 24-12	
JUNIPER WOODS 1ST 2ND & 3RD TOPOGRAPHIC SURVEY	
Topographic Survey due back by Sep 1, 2023	
Description	Cost Extension
Lump sum not-to-exceed amount	
Additional hourly rate if project scope expands after initial review	

IP 24-13	
FOX RIDGE ESTATES 1ST & 2ND TOPOGRAPHIC SURVEY	
Topographic Survey due back by Sep 1, 2023	
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) _____

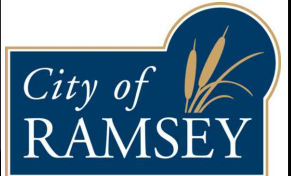
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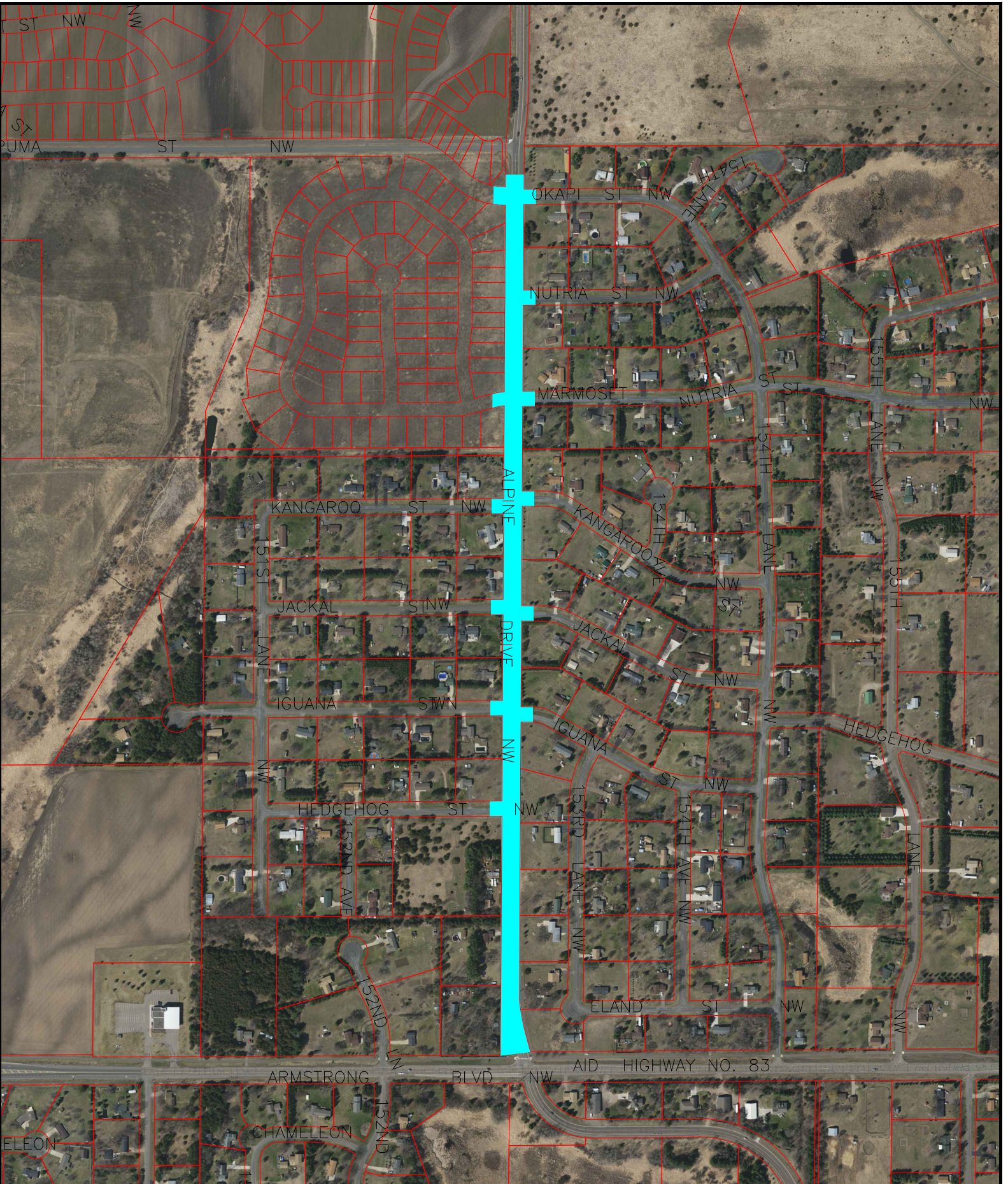
Signature _____

Date _____

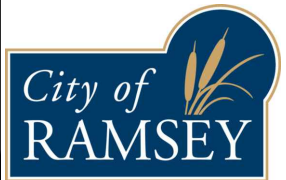
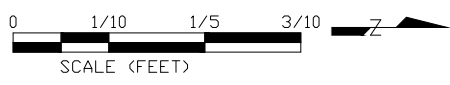


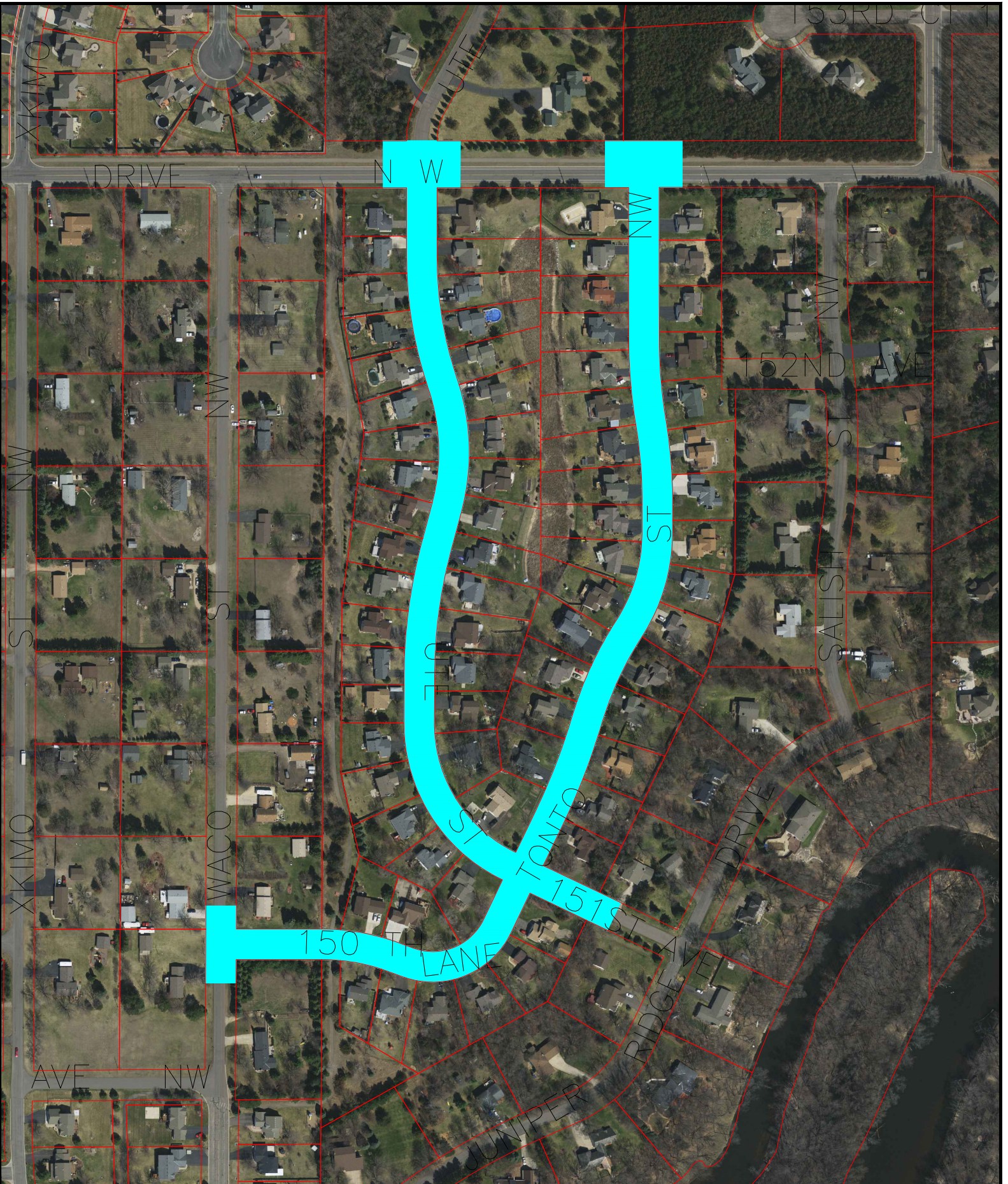
HALLS DOVER ACRES
PROJECT SCOPE



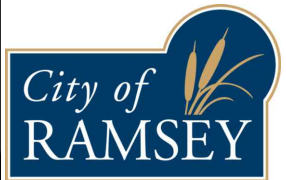
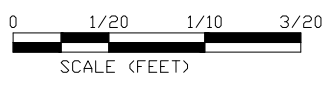


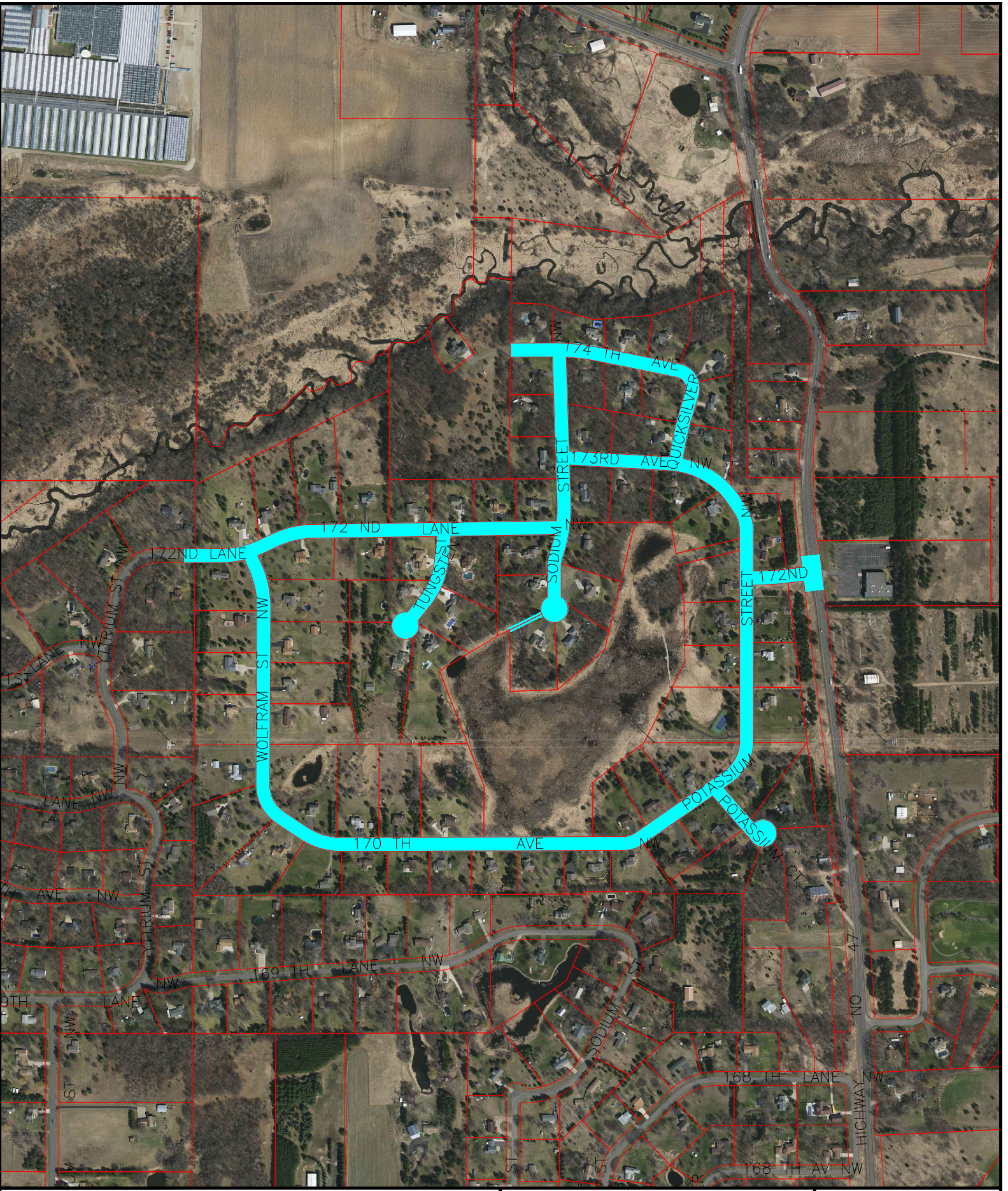
**ALPINE DRIVE
(ARMSTRONG BLVD / PUMA ST)
PROJECT SCOPE**





JUNIPER WOODS 1ST, 2ND & 3RD
PROJECT SCOPE





**FOX RIDGE ESTATES 1ST & 2ND
PROJECT SCOPE**

